

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
August 8, 2023

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

Absent: Councilwoman Sturkie

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

6:34 P.M. – 6:35 P.M. Town Council Work Session

Mayor Davis apologized for the meeting starting a few minutes late and stated that before opening the Public Hearing for Ordinance 2023-10: Adoption of the Comprehensive Plan, that Council had entered into a relationship with Benchmark to handle the update of the Comprehensive Plan. There have been several opportunities for the public to come and participate in person and also view the plan online. Council appreciates those that came out and participated in the process.

6:35 P.M. – 6:36 P.M. Public Hearing Ordinance 2023-10: Adoption of the Comprehensive Plan

Mayor Davis opened the Public Hearing at 6:35 P.M. and asked if there was anyone in attendance that wished to speak against the Comprehensive Plan. Hearing none, Mayor Davis then asked if there was anyone in attendance that wished to speak in favor of the Comprehensive Plan. Hearing none, Mayor Davis closed the Public Hearing.

6:36 P.M. – 6:37 P.M. - Review of Administrative Department Report

Mayor Davis asked if there were any questions from Council regarding the Administrative Department report. Hearing none, he moved forward with the agenda.

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6:37 P.M. – 6:38 P.M. - Review of Police Department Administrative Report

Chief Neeley came forward and reported the following stats for the month of July:

7 reported calls for service
-0- arrests
92 total citations issued
65 speeding
31 warnings citations for speeding
1 code enforcement citation
56 community contacts
21 property checks

Chief Neeley stated that at the next meeting, he will submit the Standard Operational Procedures Manual that he has been writing over the last eight months. Chief Neeley stated that there were nine new policies that had to be implemented by the guidance of the S. C. Department of Public Safety (SCDPS), which went into law in June of 2022. Chief Neeley rewrote those policies to come into standard with those new laws, which was submitted to the S. C. Criminal Justice Academy and SCDPS on July 19, 2023 for review. Clearance was received back by the SCDPS. The digital copies should be available in the next couple of weeks for review by the Town Council and our Legal Counsel.

6:38 P.M. – 6:40 P.M. - Council Standing Committee Reports:

- a) Finance Committee – Chair Davis & Member Dinkins – None
- b) Property & Recreation Committee – Committee-Chair Sturkie & Member Simms – None

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- c) Employee Grievance Committee – Chair Dinkins & Member Lewie & Sturkie – None

6:40 P.M. – 6:43 P.M. - Informational Council Discussion:

- a) Notice of General Electric filing for two Council seats opens 12:00 P.M., August 16, 2023 and closed 12:00 P.M., August 20, 2023 (during normal business hours).

Mayor Davis stated that additional information for the two Council seats has been made available on the electronic board in front of the town hall and also the website. The election is to be held in November 7, 2023.

- b) September 12, 2023: RFP 2023-01: Sanitation services for January 1, 2024 through December 31, 2029

Mayor Davis stated that a Request for Proposal (RFP) had been issued pertaining to our sanitation services. The current agreement is still in effect and will be discussed later on in the agenda.

Additional items Council discussed:

Mayor Davis stated that the Town had received information from the S.C. Department of Revenue of Fiscal Affairs regarding millage rates for the Town, but since there is no property taxes, this is for informational use only. This is an annual letter they send out to Municipalities.

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Councilman Dinkins mentioned the new steps at Camp Moore/Styx. Mayor Davis stated that Powell Installation Services, LLC installed the new steps and hand rails because when the tree lighting was held last year, there were some concerns regarding the safety of the steps. He added that additional electrical outlets were added to make it easier for the events.

Mayor Davis thanked Councilman Dinkins for mentioning the upgrades and asked if Council had anything else to discuss. Hearing none, Mayor Davis closed the work session at 6:43 P.M.

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1. Call to order: Mayor Davis called the meeting to order at 6:43 P.M. with Mayor Pro-Tem Simms, Councilman Dinkins and Councilwoman Lewie present.

Absent: Councilwoman Sturkie

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

2. Roll call and Determination of Quorum:
Mayor Davis stated for the record, that a quorum has been established.
3. Invocation: Mayor Pro-Tem Simms 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. July 11, 2023

Regular Scheduled Council Meeting

Councilwoman Lewie made the motion to approve the July 11, 2023 minutes, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

Old Business – None

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New Business

1. Comprehensive Plan presentation by Benchmark Planning

Mayor Davis thanked Ms. Bridget Callea and Mr. Jason Epley of Benchmark Planning for taking the time to give the presentation.

Ms. Callea gave Council and those attending a presentation outlining all that was done to update the Comprehensive Plan.

Agenda

1. Purpose of the Comprehensive Plan
2. Planning Process Summary
3. Comprehensive Plan Review

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Purpose of the Plan

- Community Vision for the Future of Pine Ridge
- Guide for Land Use and Development throughout Town
- Guide for Capital Investments and Community Initiatives
- Compliance with the State’s Comprehensive Planning Enabling Act
- Required Elements of the Comprehensive Plan:

Population	Economic Development
Natural Resources	Cultural Resources
Community Facilities	Housing
Land Use	Transportation
Priority Investment	Resiliency

Project Timeline

- **Task 1 – Comprehensive Plan Workshop #1** (with Planning Commission)
 - *October 25, 2022*
- **Task 2 – Conduct Survey and Background Research**
 - *October – December, 2022*
- **Task 3 – Comprehensive Plan Workshop #2**
 - *February 28, 2023*
- **Task 4 – Public Drop-In Meeting**
 - *May 23rd, 6 – 8 pm*

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Project Timeline


- **Task 5 – Comprehensive Plan Workshop #3**
 - *April 25, 2023*

- **Task 6 – Comprehensive Plan Workshop #4**
 - *June 27, 2023*

- **Task 7 – Adoption Process**
 - *Planning Board Recommendation (June 27, 2023)*
 - *Town Council Public Hearing (August 8, 2023)*
 - *Town Council Adoption (TBD)*

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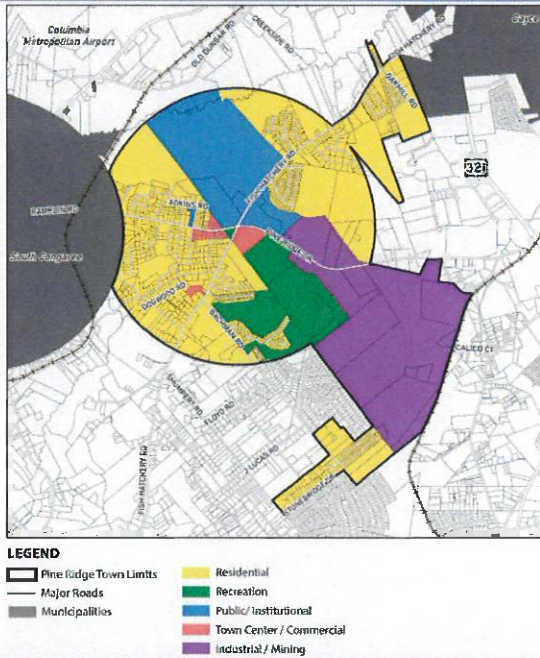
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Map 6.5: Future Land Use



FLU Categories

- **Residential:** Areas for residential development, primarily single family but allows for a variety of housing typologies.
- **Public Institutional:** Areas for public use such as Town Hall, schools, and the fish hatchery.
- **Town Center / Commercial:** Town Center / Commercial describes a space for commercial development within the Town, concentrated around the central intersection. Uses should focus on small scale retail and restaurants.
- **Recreation:** areas for public green space, recreational facilities, and amenities for a healthy and active community.
- **Industrial :** Land currently owned by Silica Sand or adjacent to industrial uses. New development in these areas should be focused on economic development and job opportunities for residents.

Guiding Principles

Growth

**Public
Spaces**

Utilities

**Town
Services**

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Implementation Strategies

1. Utilize the Future Land Use Map to guide all major development and zoning decisions.
2. As the Town continues to grow, ensure that adequate government services are available to residents.
3. Consider pursuing an educational campaign on code enforcement and encourage residents to report properties which are ill-maintained.
4. Review the Town's Ordinance to ensure water and sewer connection requirements are meeting the Town's goals.

Implementation Strategies

5. Determine a long-term solution to the provision of public water and wastewater.
6. Coordinate with the Central Midlands Council of Governments and the South Carolina Department of Transportation to promote road maintenance and sidewalk provision.
7. Work with the Central Midlands Council of Governments and Lexington County to develop a parks, recreation, and trails plan.
8. Examine opportunities to expand beautification throughout the Town, particularly by working with the SCDOT and Dominion to improve existing projects.

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Implementation Strategies

9. Develop a master plan for the Town owned property that is currently underutilized.
10. Examine opportunities to expand and improve the historical and recreational amenities related to Camp Styx at the parcel adjacent to Town Hall.
11. Explore regulations to preserve the pine tree coverage throughout Town.
12. Determine a strategy to develop a town center and attract small-scale commercial businesses to Pine Ridge.

Implementation Strategies

13. Consider opportunities to market the Town and help to strengthen its identity in the region.
14. Utilize the community survey results to identify a number of short-term improvements that will enhance residents' perceptions of their quality of life.

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During the presentation Mayor Pro-Tem Simms stated the following:

- Town of Springdale should be added under Intergovernmental Coordination, on page 100.
- South Carolina Department of Natural Resources, should be added to page 101.

2. Consideration of Ordinance 2023-10: Adoption of Comprehensive Plan 1st reading

Councilman Dinkins made a motion to approve Ordinance 2023-10: Adoption of Comprehensive Plan for first reading. Councilwoman Lewie seconded the motion.

Mayor Davis asked Councilman Dinkins for a stipulation to include Mayor Pro-Tem Simms comments be included in the motion and second. Councilman Dinkins agreed to amend his motion. Mayor Davis then called for a vote. Council unanimously approved the first reading of Ordinance 2023-10.

3. Quarterly Chief's forum changing to January & July of each year

Mayor Davis stated Council had previously created a quarterly workshop that included a Chief's Forum. This was to give residents an opportunity to meet with the Chief to speak with their concerns. Due to lack of attendance, it was suggested to have the Chief's forum changed to January and July of each year. Chief Neeley stated that his doors were open anytime.

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4. Ad-Hoc Committee: Christmas Parade & Tree Lighting

Mayor Davis stated that there were two applicants that applied to be on the Ad-Hoc Committee.

- 1) Teresa Counts-Davis
- 2) Maria Urbanek

Mayor Pro-Tem Simms made a motion to approve Teresa Counts-Davis as a member of the Ad-Hoc Committee. Councilman Dinkins seconded the motion, which was unanimously approved.

Councilman Dinkins made a motion to approve Maria Urbanek as a member of the Ad-Hoc Committee. Councilwoman Lewie seconded the motion, which was unanimously approved.

Mayor Davis stated that meeting dates would be posted for the Ad-Hoc Committee. Mayor Davis wanted to thank the Pine Ridge Women's Club for their participation.

5. Finance Committee Donation update: Midlands Football & Cheer

Councilman Dinkins stated that the Finance Committee approved a \$500.00 donation for the Midlands Football & Cheer. Councilman Dinkins also wished the team and cheerleaders the best for 2023.

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6. Consideration of Resolution 2023-11: Dominion Energy License Agreement Signs & Banners

Mayor Davis thanked Dominion for being so helpful over the years. The electrical outlets on the poles needed to be replaced before the new Christmas snowflakes were put up, which has been done. We were told to call Dominion once the outlets were replaced for inspection. Upon requesting an inspection, we were notified there were additional procedures. This resolution allows the Mayor to sign the agreement and pay a \$100.00 non-recurring charge per pole, for twenty poles.

Councilman Dinkins asked if the \$100.00 fee included installation. Mayor Davis replied that Dominion will no longer do the installation. There are a lot of advantages of being a small town, but this is not one of them as most larger towns and cities have their own public works departments that can assist at no additional cost. The Town will have to hire someone who has a bucket truck. The Ad-hoc Committee will put this item at the top of their list to procure those services.

Councilwoman Lewie made a motion to approve Resolution 2023-11: Dominion Energy License Agreement for Signs & Banners. Councilman Dinkins seconded the motion, which was unanimously approved.

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7. Proposed change to Program Director job description

Mayor Davis explained to Council that he had a conversation with the Town Administrator and he felt the conversation had come full circle. He stated that the original job description for the Municipal Clerk would fit our needs and if we could find a very energetic person, we could create some situations where they could learn some of those tasks and when that individual becomes proficient in those tasks, then we could come back to enhancing that particular job description.

Mayor Davis stated that his recommendation is to revert back to the original Municipal Clerk job description. Mayor Davis asked Council if there were any questions. There were none.

8. Adjourn to Executive Session: To discuss negotiation of extending the contract with Tyler Sanitation.

Councilman Dinkins made a motion to adjourn to Executive Session to discuss negotiation of extending the contract with Tyler Sanitation. Councilwoman Lewie seconded the motion, which was approved unanimously.

9. Reconvene to Regular Session

Mayor Pro-Tem Simms made a motion to reconvene to Regular Session and come out of Executive Session. Councilwoman Lewie seconded the motion, which was unanimously approved.

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Mayor Davis stated for the record, that no vote was taken in Executive Session by Council.

10. Possible Actions by Council in follow up to Executive Session

Mayor Davis stated that the contract with Tyler Sanitation was expiring at the end of the year and would entertain a motion pertaining to the relationship with Tyler Sanitation.

Councilman Dinkins made a motion that allow the Town Administrator and a Council Member to meet with the representative from Tyler Sanitation to discuss negotiations on possibly contract. Councilwoman Lewie seconded the motion, which was approved unanimously.

Citizens Comments

No one in attendance chose to comment.

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Adjourn

With no further business to discuss, Councilman Dinkins made a motion to adjourn. Councilwoman Lewie seconded the motion. With Council's unanimous approval, Mayor Davis adjourned the meeting at 7:43 P.M.

Respectfully submitted,



Viki M. Miller, Town Administrator

APPROVED:



Daniel D. Davis, Mayor

Date: 12 Sep. 2023