

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, NOVEMBER 7, 2016  
VILLAGE GREEN PAVILION**

Mayor Paulin called the meeting to order at 7:30pm.

**Roll Call**

Brandon Paulin, Mayor  
Ron Sitoula, Vice Mayor  
Curtis Smith, Councilman

**Attended By**

Ryan L. Hicks, Town Manager  
Andrea Brady, Town Clerk  
Ginger Foster, Finance Director  
Karen Williams, Community Affairs

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 22**

**Minutes:** September 6<sup>th</sup> Town meeting minutes and September 21<sup>st</sup> work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented; Councilman Smith seconds the motion. The minutes were approved as presented by voice vote: 3-Ayes, 0-Nays.

**Reports of Officers, Boards and Committees:**

- A. **Permits** –The permits report for October 2016 was read (attached).
- B. **Finance Report** – The finance report for October 2016 was read (attached).
- C. **Town Manager's Report** – Please have your trash curbside by 7:30am on the day of your scheduled pick up. New members are still needed for the Board of Zoning Appeals, Planning Commission, Ethics Commission, Parks and Rec and the Environmental Sustainability Committee. Please contact the Town Hall if you would like a 95 gallon toter for recycling for your home or business. Broadband construction is complete. The ULI study took place on September 20<sup>th</sup> and 21<sup>st</sup>. The Town will have the final report at the end of this month or the beginning of next month per the County. The Military Alliance Council has applied for a grant for removal of the construction debris outside the base gate. The MAC hopes to have an answer this month as it relates to the grant to finish the project. Online bill pay will be up and running at the next billing cycle. The Town's annual audit is almost complete. Public Works repaired a water main break along Route 210 in front of the Thrifty Wash last week. Paving repairs to take place this week. The Town has received a \$200,000 energy grant from MDE for the Waste Water Treatment Plant. The grant will be used to replace some blowers and make some electrical repairs. The leaf vacuum truck started November 2<sup>nd</sup>. The truck will be deployed on Wednesday of each week until January 1<sup>st</sup> or the first significant snowfall. The fountain on the Village Green and the Mattingly Park restrooms will be winterized this week.

- D. Code Enforcement Report** – The Town issued 90 violations during the month of October 2016. There was 1 trash and debris violation, 5 vehicle violations, 83 grass & weeds violations and 1 rental violation. There were 4 rental inspections performed during the month of October 2016.
- E. Planning Commission Report** – The October Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – Councilman Smith reported that the PRC dance program is going strong and they will have a Christmas party coming up soon. Councilman Smith also congratulated Nathan Proctor Jr. from Lackey High School for receiving the honorary Under Armour jersey and his upcoming Under Armour All American game. Councilman Smith also congratulated the world champion Cubs.
- G. Environmental Sustainability Report** – Councilman Smith reported that the ESC is winding down for the year but they have great things planned for 2017/
- F. Bureau of Fire Prevention** –No report.
- G. Community Affairs** – Karen Williams passed along thanks from Cynthia Simmons of the Senior Center for everyone who participated in the 11<sup>th</sup> Annual Breast Cancer Walk. The walk has raised \$5,100. Upcoming events include Up on the Hill and Through the Town on November 29<sup>th</sup> from 11am to 5pm. The Town's trolley will do be offering transportation for the event at the Trailhead Plaza. Heart Cry Church is offering free community movie night at the Black Box Theater on the second Sunday of each month. Holiday happenings include the Annual Tree Lighting Ceremony on Tuesday, December 6<sup>th</sup> at 7pm at the Village Green Pavilion, 22<sup>nd</sup> Annual Gingerbread House Classes on Friday, December 9<sup>th</sup> and Sunday, December 11<sup>th</sup>. The Annual Holiday Festival and Vendor Fair on Tuesday, December 13<sup>th</sup> from 6pm to 9pm at the Village Green Pavilion. The 5<sup>th</sup> Annual Memorial Ribbon Remembrance & Free Community Dinner on Saturday, December 17<sup>th</sup> at 6pm at the Village Green Pavilion. The IHVFD & RS Santa Run Through Town will take place Friday, December 23<sup>rd</sup> starting around 5:30pm. The Potomac Heights Fire Department Santa Run will be on December 18<sup>th</sup> and will cover part of Indian Head.
- H. Charles County Recreation** – No report.
- I. Policing Report** – No Report.

**Briefings:** Councilman Smith's briefing on the Nixle program was postponed.

**Presentations/Recognitions:** A proclamation for Municipal Government Works Month was presented to Mayor and Council. Councilman Smith made a motion to pass the proclamation; Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays.

A proclamation in recognition of the accomplishments of the Lackey High School Football Team the Chargers was presented to Mayor and Council. Councilman Smith made a motion to pass the proclamation; Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays.

**Resolutions:** None

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

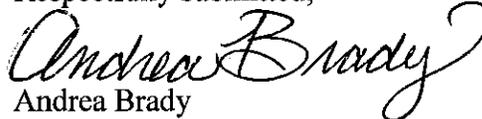
**Miscellaneous:** Mayor Paulin read the upcoming November events and meetings.

**Citizen's Comments:** Evie Hungerford, Indian Head Center for the Arts/The Black Box Theater gave a brief history on the property of the Black Box. The theater recently did renovations to the upstairs area and they should have renters from the base soon. The theater has 90 seats and a 485 square foot stage. Ms. Hungerford said they have had plays, Indian Head Idol, showcases for young musicians and many other events at the Black Box. There will be a jazz showcase coming up in the New Year as well as a Children's sing along on December 16<sup>th</sup>. The Port Tobacco Players will present God of Carnage, November 18<sup>th</sup> and 19<sup>th</sup> as well as December 2<sup>nd</sup>, 3<sup>rd</sup>, 9<sup>th</sup> and 10<sup>th</sup>. Comedy with a Cause will take place on December 17<sup>th</sup>. The Western Charles Business Association will hold a meeting at Mama Stella's on November 15<sup>th</sup>. Ms. Hungerford encouraged everyone to come out to the theater for one of the upcoming events.

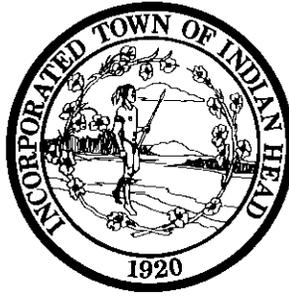
Councilman Smith encouraged everyone to go out and vote on Election Day.

With no further questions or comments, the meeting adjourned at 8:39pm.

Respectfully submitted,



Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: October 2016

### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/5/16	Joseph Woodland 106 Bertha Circle			Fence
10/10/16	Senovia Gutierrez 4075 Stepney Place			Residential Alterations (interior)
10/18/16	Solar City for: Shirley Goodwin 29 Dove Tree Court			Solar Panels

### ***USE & OCCUPANCY PERMIT;***

10/24/16	Ashley Rankin & Whitney Muenze 4555 Indian Head Highway		T/A: Vintage Redoux	
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### ***TEMPORARY USE & OCCUPANCY PERMIT;***

No Temporary Use & Occupancy permits were issued during the month of October.

### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of October.

### ***GRADING PERMITS;***

No Grading permits were issued during the month of October

### ***SIGN PERMITS;***

No Sign permits were issued during the month of October.

### ***TEMPORARY SIGN PERMITS;***

No Temporary Sign permits were issued during the month of October.

FINANCE REPORT 10/1/16 to 10/31/16

CASH BALANCE OCTOBER 1, 2016 \$360,434.15

REVENUES		
General	467,858.87	
Trash	44,610.66	
Water & Sewer	68,832.89	
Parks/Pavillion	2,640.00	
Land	-	
SUB-TOTAL	583,942.42	583,942.42
LGIP Transfer(s)	-	
Money Market Interest	23.28	

TOTAL REVENUES 23.28 583,965.70

EXPENDITURES		
General	(57,399.48)	
Trash	(19,553.33)	
Sewer/Water	(89,797.22)	
Parks/Pavillion	(11,304.75)	
SUB-TOTAL	(178,054.78)	(178,054.78)

PNC & Amer Exp Merchant Fee(s)	(361.09)	
Credit Card Machine	(42.35)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(38,384.66)	
Wire Trans FICA, W/H Tax, Sales Tax	(24,436.36)	
SUB-TOTAL	(63,224.46)	(63,224.46)

TOTAL EXPENDITURES (241,279.24)

CASH BALANCE AS OF OCTOBER 31, 2016 \$703,120.61

LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	201,351.71
BOARDWALK	524,871.66
SEWER FUND	27,812.61
WATER FUND	43,178.53
REFUSE FUND	120,212.60
TOTAL LGIP ACCOUNTS	\$ 917,430.89
SEWER BOND (AMERICAN FUNDS)	109,860.59
PNC	17,966.76
TOTAL INVESTMENTS	\$ 1,045,258.24