

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MARCH 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 Activities Director

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 35

Minutes: February 1st Town meeting minutes and February 24th 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 February 2016 was read (attached).
- B. **Finance Report** – The finance report for February 2016 was read (attached).
- C. **Town Manager's Report** – Have your trash curbside by 7:30am on the day of your scheduled pick up. New members are still needed for the BZA, Planning Commission, Ethics Commission, Parks & Rec Committee and Environmental Sustainability Committee. Please contact the Town Hall if you would like a new 95 gallon toter for recycling delivered to your home or place of business. The Town is seeking additional funding from Charles County and the State of Maryland for Broadband. The TAP grant kick off meeting was held and the Town hopes to begin work in late spring, early summer. The budget process is well underway and meetings are scheduled with Town council this month. The Town's annual audit is complete and Vice Mayor Sitoula will be giving a briefing on the audit at tonight's meeting. The Town has applied for Sustainable Communities designation and should hear back from the state in late May or early June. The remaining debris from the demolition by the base will be removed this month. The Town and the County is working on a ULI Study for the Town of Indian Head as it relates to Economic Development. A new sign has been placed in front of the old Charles County Sheriff's Office. The office space is available for lease and roof repairs are scheduled to take place this month. The Town met with several representatives at the Phillips property, the site of the old CVS and Super Fresh recently. The Town is happy to report that things are moving forward with the property but there is no new news at this time.

- D. Code Enforcement Report** – The Town issued 23 violations during the month of February 2016. There were 9 property maintenance violations, 13 trash and debris violations, 2 vehicle violations and 1 work without a permit violation. There were 9 rental inspections performed during the month of February 2016.
- E. Planning Commission Report** – Gary Hodge gave a presentation on the Economic Revitalization Strategy, and Richard Parks provided an update on the process of updating the Comprehensive Plan and Subdivision Regulations.
- F. Bureau of Fire Prevention** – No report.
- G. Community Affairs** – The Annual Spring Party & Easter Egg Hunt will be held on Sunday, March 13th from 2pm to 4pm at the Village Green Park and Pavilion. The Community Activities Committee is looking for volunteers. The Indian Head Soccer Association has online team registration and they are looking for coaches. The Town’s Annual Village Green Flea Market will begin Saturday May 7th and run through October 29th. There will be certain dates that the flea market will not be held due to holidays or other events. The cost for a space is \$5. The 4th Annual Taste of Indian Head will be held on May 14th and will include a parade this year. Potomac Watershed Cleanup will be held on April 16th. The Town will take part in an Earth Day event with the Indian Head Elementary School on April 22nd. The Town and the School will be planting trees; there is no set time for this event yet. The Town will also hold a Earth Day event on April 23rd from 10am to 1pm. The event will include a community shred, a picnic lunch, and the Parks & Rec Committee will have games and activities for the kids. There will be a community yard sale in Potomac Heights on April 2nd. The Charles County Crime Solvers are holding a fundraiser at the La Plata Chick Fil A on March 22nd and a fundraiser at the Blue Crabs game on April 22nd. Other upcoming events include the Volunteer Appreciation Dinner, Bike to Work Day, the Memorial Day Ceremony and Luncheon and neighborhood cleanups during Earth Day weekend.
- H. Charles County Recreation** – Suleiman Rabie reported that the county’s new recreation guide has come out and it includes everything for spring and lists summer aquatics information. The Underwater Egg Hunt will be held on March 17th at the Lackey pool. Pool hours start at 3:30pm, Monday through Friday, and Noon to 6pm on the weekends. Swim Club starts March 15th. Mr. Rabie reported that they are currently looking for lifeguards, instructors and counselors. Toddler Happy Hour will be held on Saturday mornings starting March 12th at 10:30am.
- I. Policing Report** – Officer Elliot encouraged residents to take a copy of the Charles County Sheriff’s office new flyer promoting if you see something say something, and reminded everyone to lock their doors. The Indian Head Crime Watch meeting will be held on March 15th at 7pm at the Village Green Pavilion. The annual Crime Watch Kickoff will be held on March 23rd at the American Legion in LaPlata. Be a good neighbor and call when you see something suspicious.

Briefings: None

Presentations/Recognitions: Vice Mayor Sitoula gave a presentation on the 2015 audit report, titled “Let Numbers Tell the Story”. Vice Mayor Sitoula’s presentation covered the source of law that

requires the Town to perform an audit, and explanation of Generally Accepted Accounting Principles, who selects the procedure for the audit, opinion, payment of the auditor, use of the reports, consequences of noncompliance, and the Town's assets/liability and net position as of June 30, 2015. Vice Mayor Sitoula also spoke about Town revenue sources and expenditures, long term debt, Town employees' retirement plan, statement of activities, statement of net position, proprietary funds, and where they Town should be headed. The Town has a team of dedicated staff who get their jobs done with limited resources. There is still room for improvement in the Town. The Council believes in the importance of open communication with the Town's residents and in coming days one plan is to make data visualization of the Town's finances a key method of communication.

Resolutions: Resolution 03-01-16 was introduced for adoption. It is a resolution appointing Lauren Taylor and establishing her term of office to the Indian Head Environmental Sustainability Committee for a three-year term. Councilman Smith made a motion to adopt resolution 03-01-16; Vice Mayor seconds the motion. Resolution 03-01-16 was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinances: Ordinance 03-01-16 was introduced. It is an ordinance concerning committee junior members for the purpose of providing for junior members of certain Town boards, commissions and committees; establishing qualifications and tenure for junior members; providing rights of junior members; and matters generally related to creating a program of junior members of boards, commissions and committees in the Town of Indian Head. The ordinance will be presented for adoption at the April 4th Town meeting.

Ordinance 03-02-16 was introduced. It is an ordinance concerning bereavement leave for the purpose of providing a system of bereavement leave for employees of the Town of Indian Head. The ordinance will be presented for adoption at the April 4th Town meeting.

Petitions: None

Unfinished Business: None

New Business: Mayor Paulin gave background on a request the Town Council received from the Moose Lodge back in August requesting the Town change Town Street to Moose Lodge Way to help promote growth and membership. The Moose Lodge submitted a letter and a petition. Mayor Paulin made a motion to change the name of Town Street to Moose Lodge Way. Vice Mayor Sitoula seconds the motion. Motion carried by voice vote: 2-Ayes, 1-Nay.

Miscellaneous: Mayor Paulin read the upcoming March events and meetings, and thanked Wee Bean Coffee and Michelle's Cakes for providing the refreshments at the meeting.

Citizen's Comments: Vice Mayor Sitoula thanked Nick Sitoula for his assistance with his presentation and live telecast of the meeting. Vice Mayor Sitoula feels telecasting the meeting will give residents the opportunity to watch the meeting from their home through a downloaded app or via a link. Vice Mayor Sitoula requested that residents give their email address to the Town Hall to receive the Smoke Signals and asked that they join the Town's Facebook page. The Town's intent is to still record the Town meetings and have them broadcast on TV. Dennis Scheessele asked where the meeting is being telecast to and how far the broadcast goes. Vice Mayor Sitoula said the meeting can be watched from anywhere in the planet, all they have to do is access it through the link.

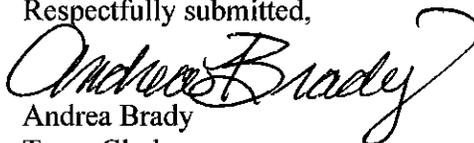
Barry Picket - Mr. Picket gave Mayor and Council a listing of possible restaurants he would be interested in seeing in Town. Mr. Picket also asked that a list of Town activities be put in the Town's Smoke Signals. Town Manager Hicks explained that the Town's events are already listed in the Smoke Signals every quarter.

Claire Parkin – Mrs. Parkin, member of the Indian Head Business Association gave information on upcoming 2016 IHBA events. Upcoming events include the 4th Annual Taste of Indian Head on May 14th from 11am to 4pm at the Village Green Park and Pavilion. This year's event will include a parade and the Miss Indian Head pageant will have new categories to include young men. Fall in Love with Indian Head will be held on October 29th, and Up on the Hill and Through the Town will be held on November 29th from 2pm to 6pm. For more information contact the Indian Head Business Association and be sure to like them and all of the upcoming events on Facebook.

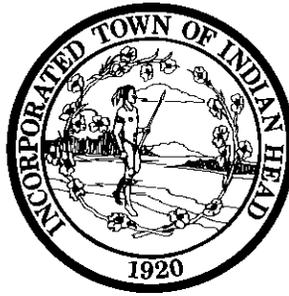
Cynthia Simmons – Ms. Simmons, Coordinator for the Indian Head Senior Center shared information on the Senior Center and their upcoming events. The Senior Center holds events such as bingo, Zumba, line dancing and Tai chi. A publication called The Scoop lists all senior activities. If the Senior Center is not offering a service you are looking for, Ms. Simmons encourages you to call and the staff will research the service to see if it is something that can be provided in the future. You do have to be 60 years old to join the Senior Center. Upcoming events include a waffle breakfast and murder mystery on March 17th, an open air market on March 18th, a scrapbooking fundraiser on April 2nd, and Older Americans Month in May. The Senior Center has been enrolling seniors from Bryans Road and Waldorf and would like to see increased enrollment of Town seniors. This year's Breast Cancer Walk will benefit Sisters at Heart, a local organization.

With no further questions or comments, the meeting adjourned at 8:40pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
2/09/16	Solar City for: Susan Baker 104 Jenifer Drive			Solar Panels
2/19/16	Lisa Harris 7 Dove Tree Court			Fence
2/19/16	Roman Zapata 3 Gering Court			Fence
2/25/16	Thomas Savoy 29 Sixth Street	SFD		

USE & OCCUPANCY PERMIT;

2/24/16	Joel Bullen 4665 Strauss Avenue			Gas Fireplace
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TEMPORARY USE & OCCUPANCY PERMIT;

No Temporary U & O Certificates were issued during the month of February.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of February.

GRADING PERMITS;

2/26/16	Thomas Savoy 29 Sixth Street			
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SIGN PERMITS;

No Sign permits were issued during the month of February.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 2/1/16 to 2/29/16

CASH BALANCE FEBRUARY 1, 2016 \$499,239.34

REVENUES		
General	106,070.53	
Trash	102,074.24	
Water & Sewer	231,089.51	
Parks/Pavillion	60,835.17	
Land	<u>1,350.00</u>	
SUB-TOTAL		501,419.45
LGIP Transfer(s)	-	
Money Market Interest	34.98	

TOTAL REVENUES 34.98 501,454.43

EXPENDITURES		
General	(73,766.00)	
Trash	(56,416.95)	
Sewer/Water	(50,584.14)	
Parks/Pavillion	<u>(2,992.58)</u>	
SUB-TOTAL		(183,759.67)

PNC & Amer Exp Merchant Fee(s)	(414.10)	
Credit Card Machine	(42.35)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(36,313.00)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(29,228.60)</u>	
SUB-TOTAL		(65,998.05)

TOTAL EXPENDITURES (249,757.72)

CASH BALANCE AS OF FEBRUARY 29, 2016 \$750,936.05

LGIP ACCOUNTS		
HIGHWAY FUND		3.78
PARK FUND		200,880.83
BOARDWALK		523,644.21
SEWER FUND		27,747.57
WATER FUND		43,077.56
REFUSE FUND		<u>40,002.01</u>
TOTAL LGIP ACCOUNTS		\$ 835,355.96
SEWER BOND (AMERICAN FUNDS)		105,374.03
PNC		<u>7,862.40</u>
TOTAL INVESTMENTS		\$ 948,592.39