

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
TUESDAY, JULY 5, 2016
VILLAGE GREEN PAVILION**

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

Roll Call

Brandon Paulin, 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: 18

Minutes: June 6th Town meeting minutes and June 22nd work session minutes. Councilman Smith made a motion to approve the minutes as presented; Mayor Paulin seconds the motion. The minutes were approved as presented by voice vote: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** –The permits report for June 2016 was read (attached).
- B. **Finance Report** – The finance report for June 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 needed to for the Board of Zoning Appeals, Planning Commission, Ethics Commission, Parks & Recreation Commission and the 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. There is a resolution for the Broadband project on tonight's agenda. The Town hopes to start construction on the TAP grant restrooms on the Village Green in the late summer or early fall. The Town has received its Sustainable Communities designation. The Town is working with the Counting on the briefing book for the ULI Study. Atlantic Kayak is open for business in the old Up the Creek location at Mattingly Park. The Town has received its reimbursement from FEMA. The Town is still waiting to hear if the grant for the Boardwalk will be changed from 50/50 to 80/20 and we anticipate hearing something from SHA by the end of the month. Construction debris outside the base gate will be removed this week. The work will begin on Thursday.
- D. **Code Enforcement Report** – The Town issued 88 violations during the month of June 2016. There were 2 property maintenance violations, 8 trash and debris violations, 1 vehicle violation, 4 premises identification violations, 1 rental violation

and 72 grass & weeds violations. There were 16 rental inspections performed during the month of June 2016.

E. Planning Commission Report – The Planning Commission reviewed a concept plan for parcel 609, the CIRI property located behind the Village of Potomac.

F. Parks and Recreation Report – Councilman Smith reported that the next P&R meeting will be held on July 13th at 6:30pm at the Pavilion. Michael Savage is the newest member of the committee and he is being appointed by resolution at tonight's meeting. Councilman Smith said new volunteers are always needed. P&R participated in the Kids End of School Fun Night and held a kickball game. P&R is holding a dance program in conjunction with Hope You Dance at the Black Box Theater. Family Fun Night will be held on Wednesday, July 27th from 7pm to 9pm. P&R is interested in starting a dog park and they will be putting it out for citizen comments soon. Girl Scout Troop 347 is adopting Mattingly Park to help keep the area clean and they also took part in the watershed cleanup.

G. Environmental Sustainability Report – Councilman Smith reported that the net ESC meeting will be held on July 13th at 7:30pm at the Pavilion. The ESC held the watershed cleanup at Mattingly Park. They also did beautification at the Senior Center and they are working on a flower bed there that they hope to have a ribbon cutting for at the end of the month. Lowes and Home Depot are assisting with the supplies. The ESC hopes to have a flower garden at Mattingly Park and a vegetable garden at Meekins Park. The ESC is taking part in a living shoreline project by planting native plants. Councilman Smith encouraged everyone to get involved in recycling. The ESC is also looking into compost stations. Councilman Smith thanked Community Affairs and Public Works for their superb job on the annual 4th of July celebration.

F. Bureau of Fire Prevention – No report.

G. Community Affairs – Karen Williams reported that the Annual 4th of July event was a success despite the weather. Hazardous waste disposal is on the first Saturday of each month through December at the Department of Public Works on Audie Lane. The next available date is August 6th. The Indian Head Chargers football and cheerleading season is open for registration online for ages 5 to 14. The County's Lunch On Us program runs through August 12th. National Night Out will be held on Tuesday, August 2nd at the Village Green Park and Pavilion. Grandparents Night will be held on Thursday, August 11th at the Village Green Pavilion. Kids Back To School Night will be held on Thursday, August 18th and loaded backpack door prizes will be given away for Indian Head Elementary School and Smallwood Middle School students.

H. Charles County Recreation – No report.

I. Policing Report – No report.

Briefings: Rupali Dewan Tetrick gave a briefing on Clear Captions. Clear Captions offers a free device which is a telephone that allows you to speak normally and when you cannot hear the other

person you can read what they are saying on the screen as text and you can adjust the font size for easy reading. Clear Captions is a free program for anyone with hearing loss and they have technicians to install and educate you on the device. To have the device installed you have to have internet and a landline. Ms. Tetrick brought an example device with her and encouraged everyone to come by the table after the meeting to take a look at the device and find out more about the program.

Presentations/Recognitions: Mayor and Council presented a Town seal to Gina's Alterations in recognition of being in business for over 30 years and providing service to the Town of Indian Head residents.

Resolutions: Resolution 07-01-16 was introduced for adoption. It is a resolution appointing Michael Savage to the Parks and Recreation Commission and establishing his 2 year term of office. Councilman Smith made a motion to adopt resolution 07-01-16; Mayor Paulin seconds the motion. Resolution 07-01-16 was adopted by voice vote: 2-Ayes, 0-Nays.

Resolution 07-02-16 was introduced for adoption. It is a resolution to support a project to provide for the installation of fiber optic infrastructure in the Town of Indian Head and to endorse the Town's acceptance of a grant from the Maryland Economic Development Assistance Authority and Fund to partially fund this project. Councilman Smith made a motion to adopt resolution 07-02-16; Mayor Paulin seconds the motion. Resolution 07-02-16 was adopted by voice vote: 2-Ayes, 0-Nays.

Resolution 07-03-16 was introduced for adoption. It is a resolution concerning approval of the "Healthy, Happy Teens & Families" project by the Center for Children Inc. for the purpose of expressing approval of the project to be undertaken by the Center for Children Inc. to solicit tax credit donations to be used to provide family support services, parenting skills, mental health counseling, and substance abuse counseling services to at-risk families in Charles County. Councilman Smith made a motion to adopt resolution 07-03-16; Mayor Paulin seconds the motion. Resolution 07-03-16 was adopted by voice vote: 2-Ayes, 0-Nays.

Ordinances: Ordinance 07-01-16 was introduced. It is an ordinance concerning amendment of the FY16 budget for the purpose of amending, retroactively, the adopted budget for the Town of Indian Head for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to appropriate certain funds for the payment of a fine to the Environmental Protection Agency; ratifying and validating certain obligations and expenditures incurred before the adoption of this Ordinance; and generally related to amendment of the Town's FY16 budget. There would be an increase to the Water Fund Account 390-5421 Penalty/Grant Repayment from 0 to \$29,700. There would be an increase to the Water Fun Account 390-4993 Prior Year Balance from 0 to \$29,700. There would be an increase in the combined Sewer/Water Fund Total Revenues from \$1,270,206 to \$1,299,906, and an increase in the combined Sewer/Water Fund Total Expenditures from \$1,270,206 to \$1,299,906. The ordinance will be on the agenda for adoption at the August 1st Town meeting.

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Mayor Paulin read the upcoming July events and meetings and invited the Town's youth to attend his first meeting of the Mayor's Youth Advisory Team on Thursday, July 28th at 7pm in the Senior Center.

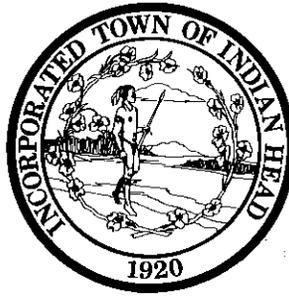
Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:58pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, looping initial "A".

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
6/7/16	SO MD Sun Deck Co. for: Sabrina Amburgey 25 Indian Head Avenue			Screened in Porch & Deck
6/7/16	Jessica Canas 11 Leslie Drive			Fence
6/14/16	Deana Welch 314 Parran Lane			2 permits: Pool & Fence
3/14/16	Solar City for: Paul Donaldson, Jr 48 Mattingly Avenue			Solar Panels
6/24/16	Clinton Fence for: Christina Smith 28 Evelyn Lane			2 permits: Fence & Deck
6/27/16	Scot Humphrey 4 Oak Street			Double shed

USE & OCCUPANCY PERMIT;

6/9/16	William & Stephanie Blaney 21 Woodland Drive			Solar Panels
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TEMPORARY USE & OCCUPANCY PERMIT; No Temporary U & O Certificates were issued during the month of June.

DEMOLITION PERMITS; No Demolition permits were issued during the month of June.

GRADING PERMITS; No Grading permits were issued during the month of June.

SIGN PERMITS; No Sign permits were issued during the month of June.

TEMPORARY SIGN PERMITS; No Temporary Sign permits were issued during the month of June.

FINANCE REPORT 6/1/16 to 6/30/16

CASH BALANCE JUNE 1, 2016 \$653,868.31

REVENUES	
General	132,918.02
Trash	6,985.31
Water & Sewer	9,772.90
Parks/Pavillion	1,200.00
Land	-
SUB-TOTAL	150,876.23
LGIP Transfer(s)	-
Money Market Interest	42.96

TOTAL REVENUES 42.96 150,919.19

EXPENDITURES	
General	(76,014.85)
Trash	(18,612.31)
Sewer/Water	(82,951.31)
Parks/Pavillion	(14,476.46)
SUB-TOTAL	(192,054.93)

PNC & Amer Exp Merchant Fee(s)	(2,015.92)
Credit Card Machine	(42.35)
LGIP Transfer(s)	-
Check Order	-
Payroll	(38,365.67)
Wire Trans FICA, W/H Tax, Sales Tax	(20,638.13)
SUB-TOTAL	(61,062.07)

TOTAL EXPENDITURES (253,117.00)

CASH BALANCE AS OF JUNE 30, 2016 \$551,670.50

LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	201,098.36
BOARDWALK	524,211.23
SEWER FUND	27,777.62
WATER FUND	43,124.20
REFUSE FUND	120,069.00
TOTAL LGIP ACCOUNTS	\$ 916,284.19
SEWER BOND (AMERICAN FUNDS)	107,004.75
PNC	16,579.33
TOTAL INVESTMENTS	\$ 1,039,868.27