

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, FEBRUARY 1, 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: 18**

**Minutes:** January 4<sup>th</sup> Town meeting minutes and January 27<sup>th</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 January 2016 was read (attached).
- B. **Finance Report** – The finance report for January 2016 was read (attached).
- C. **Town Manager's Report** – Please have your trash curbside by 7:30am on the day of your scheduled pickup. New members are still needed for the BZA, Planning Commission, Parks & Rec 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 Manager has a meeting this week to discuss additional options for broadband. The TAP grant kick off meeting was held last month and work will begin on the Village Green restroom in late spring or early summer. The budget process is well underway and meetings are scheduled with department heads this week. The Town's annual audit is complete. Vice Mayor Sitoula will give a briefing on the audit at a future meeting. The Town is applying for Sustainable Communities designation. The application for designation is due no later than February 5<sup>th</sup> and a resolution is scheduled to be adopted tonight. Due to the snow storm the remaining debris from the demolition will be removed this month. The Town along with Charles County is working on a ULI Study for the Town of Indian Head as it relates to economic development. The Town met with members of the Ely family last week to check on the status of future development on the property. There is no new news to report at this time. Last week the Town met with several representatives at the site of the old CVS and Super Fresh. Town Manager Hicks is happy to report things are moving forward with the property. The Town had a recent security survey at the Town Hall and a few problems with the facility were brought the Town's attention. When you walk into the Town Hall next time don't be alarmed by the

security glass. Nothing happened the Town is just trying to prevent something from happening in the future.

- D. Code Enforcement Report** – The Town issued 2 property maintenance violations during the month of January 2016. Richard Wilcher has retired and the new Code Enforcement Officer is Jim Casler, who has worked for the Town previously.
- E. Planning Commission Report** – The Planning Commission discussed the JLUS report and made a motion to send it to Mayor and Council for review and adoption. They also discussed the Comprehensive Plan and Subdivision Regulations.
- F. Bureau of Fire Prevention** – Chief Williams reported that the IHVFD responded to 38 fire responses, 17 first due, 21 mutual aid and 2 completed 150 hours of training for the month of January. Chief Williams said the Public Works department kept the Town in good condition during the storm; the Fire Department only had some issues outside of Town. Chief Williams asked residents to make sure to clear dryer vents which can create carbon monoxide build up in the home when they are clogged and he asked everyone to work on their walkways during storms to make emergency response easier. The IHVFD will be going to the committee as the first step for approval of the tower truck replacement.
- G. Community Affairs** – The next Community Activities Committee meeting will be held on Tuesday, February 9<sup>th</sup> at 7pm in the Village Green Pavilion. The Committee will be working on the Children's Spring Party and Easter Egg Hunt. The Party and Egg Hunt will be held on Sunday, March 13<sup>th</sup> from 2pm to 4pm, age's birth to 12 years with an adult. The cost is \$2 all ages. The event includes lunch, carnival and guessing games, 4-H bunnies display, children's craft making, door prizes and the egg hunt. Photos with the Easter Bunny are \$1 each. The Town of Indian Head Crime Watch will meet at the Pavilion on March 15<sup>th</sup> at 7pm. The Charles County Crime Solvers has several fundraisers coming up. The first fundraiser will be held at Texas Roadhouse on February 18<sup>th</sup>. There will be a spirit night at the La Plata Chick Fil A on March 22<sup>nd</sup> and a fundraising event at the Blue Crabs on April 22<sup>nd</sup>. \$6.50 of each ticket purchase for the Blue Crabs game will go to the Crime Solvers. Karen Williams also gave information on the 2016 Election.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot said there was one attempted B&E last month but the suspects did not get into the home. The continuing issue is residents not locking their car doors. People are gaining entry into unlocked cars at night and theft is occurring. If residents refuse to lock their doors do not keep anything of value in them.

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** Resolution 02-01-16 a resolution to designate the Town of Indian Head as a Sustainable Community, pursuant to the attached sustainable community map and sustainable community plan, as further described in the sustainable community application for approval either directly by the Department of Housing and Community Development of the State of Maryland or

through the Smart Growth Subcabinet of the State of Maryland. Councilman Smith made a motion to adopt Resolution 02-01-16. Vice Mayor Sitoula seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays.

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

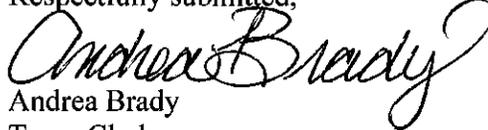
**Miscellaneous:** Mayor Paulin read the upcoming February events and meetings.

**Citizen's Comments:** Barry Picket – Mr. Picket brought information for the Mayor and Council on the Carolina Kitchen, the Purple Heart for donation of abandoned vehicles and spring and summer information for kids.

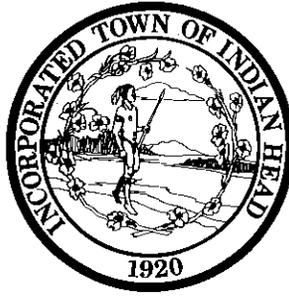
Town Manager Hicks spoke about the Town's Public Work's department. The same nine guys do trash pickup, snow removal, yard waste pickup, equipment repair and every other job that needs to be done in the department and for the Town. Town Manager Hicks said the Public Works staff did one hell of a job during the snow storm.

With no further questions or comments, the meeting adjourned at 7:54pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Andrea Brady".

Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

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

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

| <i>DATE</i> | <i>NAME</i>                                      | <i>RESIDENTIAL</i> | <i>COMMERCIAL</i> | <i>OTHER</i> |
|-------------|--|--------------------|-------------------|--------------|
| 12/21/15    | Solar City for: Arnold Mason<br>10 Pueblo Circle |                    |                   | Solar Panels |

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

|         |                                       |  |   |              |
|---------|---------------------------------------|--|---|--------------|
| 1/19/16 | David A. Brown<br>204 Beecher Avenue  |  |   | Solar Panels |
| 1/19/16 | Qing Chen<br>4205 Indian Head Highway |  | Panda Café – new owner<br>Restaurant/Carryout |              |
| 1/27/16 | Lakisha Johnson<br>100 Woodland Drive |  |   | Solar Panels |

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

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

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

No Demolition permits were issued during the month of January.

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

No Grading permits were issued during the month of January.

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

No Sign permits were issued during the month of January.

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

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

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

CASH BALANCE JANUARY 1, 2016 \$489,750.93

|                       |            |
|-----------------------|------------|
| REVENUES              |            |
| General               | 195,436.96 |
| Trash                 | 32,303.86  |
| Water & Sewer         | 46,380.07  |
| Parks/Pavillion       | 1,175.00   |
| Land                  |            |
| SUB-TOTAL             | 275,295.89 |
| LGIP Transfer(s)      | -          |
| Money Market Interest | 57.83      |

TOTAL REVENUES 57.83 275,353.72

|                 |              |
|-----------------|--------------|
| EXPENDITURES    |              |
| General         | (61,601.70)  |
| Trash           | (58,867.42)  |
| Sewer/Water     | (83,840.78)  |
| Parks/Pavillion | (3,169.91)   |
| SUB-TOTAL       | (207,479.81) |

|                                     |             |
|-------------------------------------|-------------|
| PNC & Amer Exp Merchant Fee(s)      | (1,066.14)  |
| Credit Card Machine                 | (42.35)     |
| LGIP Transfer(s)                    |             |
| Check Order                         | -           |
| Payroll                             | (42,733.48) |
| Wire Trans FICA, W/H Tax, Sales Tax | (14,543.53) |
| SUB-TOTAL                           | (58,385.50) |

TOTAL EXPENDITURES (265,865.31)

CASH BALANCE AS OF JANUARY 31, 2016 \$499,239.34

|                             |               |
|-----------------------------|---------------|
| LGIP ACCOUNTS               |               |
| HIGHWAY FUND                | 3.78          |
| PARK FUND                   | 200,853.85    |
| BOARDWALK                   | 523,573.89    |
| SEWER FUND                  | 27,743.84     |
| WATER FUND                  | 43,071.77     |
| REFUSE FUND                 | 2.01          |
| TOTAL LGIP ACCOUNTS         | \$ 795,249.14 |
| SEWER BOND (AMERICAN FUNDS) | 105,374.03    |
| PNC                         | 9,532.16      |
| TOTAL INVESTMENTS           | \$ 910,155.33 |