

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, NOVEMBER 3, 2014
VILLAGE GREEN PAVILION**

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

Roll Call

Dennis J. Scheessele, Mayor
Edward W. Rice, Vice Mayor
Randy Albright, 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: 20

Minutes: October 6 Town meeting minutes, and October work session minutes. Councilman Albright made a motion to approve the minutes as presented; Vice Mayor Rice 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 2014 was read (attached).
- B. **Finance Report** – The finance report for October 2014 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 for the BZA, PC, and Ethics Commission. Work on the Connector Trail is almost complete. All that remains is the signage, crosswalks, and bollards. The Trailhead Plaza on the Village Green is complete. Please contact the Town Hall if you would like a new 95 gallon toter for recycling delivered to your home or place of business. Washington gas is installing a gas line through town and onto the base. Work will be complete this month. Please stop by the Town Hall to pick up a request for service application. All SHA comments on the Boardwalk project have been addressed by ARRO Consulting. Work will begin on the Black Box renovation project very soon. Public Works has completed work to fix a drainage problem on the Village Green. The leaf vac truck will start on Wednesday November 5. The Town's annual audit is complete. Bathrooms at Mattingly Park and the fountain on the Village Green will be shut down for the winter season this month. The Town Hall, Community Affairs, and Public Works will be closed on November 11, and November 27 and 28. There will be no trash service on those days.

- D. Code Enforcement Report** – The Town issued 17 notices of violation during the month of October 2014, 6 grass and weed violations, 3 trash and debris violations, 4 rental license violations, 1 vehicle violation, 1 un-permitted work violation, 1 property maintenance violation, and 1 miscellaneous violation for a barking dog. The Town performed 41 rental inspections during the month of October 2014.
- E. Planning Commission Report** – The Planning Commission approved the proposed sign for 4135 Indian Head Highway, appointed Michael Pellegrino as Chair and completed review of the Zoning Districts Table.
- F. Economic Development Commission Report** – No meeting in October.
- G. Bureau of Fire Prevention** – Chief Williams was unable to attend but asked Karen Williams to remind everyone to change the batteries in their smoke detectors and carbon monoxide detectors. The Santa Run will be held on December 23 around 6pm, and the Annual Craft Fair will be held on November 22.
- H. Community Affairs** – The Annual Flea Market ended on October 25, and will resume the second Saturday of May in 2015. There is one more opportunity for hazardous waste disposal on Saturday December 6. The Veterans Day Ceremony and Lunch will be held on Tuesday November 11 at 11am at the Village Green Pavilion. The 3rd Annual Up on the Hill and Through the Town business open house and vendor expo will be held on November 18 from 11am to 6pm. Trolley transportation will be available during the event at the Village Green and Santa will be at the Moose Lodge from 4pm to 6pm. Annual Tree Lighting Program Tuesday, December 2, 7pm at the Village Green Pavilion. St. James Episcopal Church Annual Christmas Tea, Saturday December 6 at the Village Green Pavilion 12pm to 2:30pm. Tickets are \$15 and you can contact the church. Gingerbread House Making Classes Friday December 5, 6pm to 10pm and Sunday December 7, 1pm to 5pm. \$12 single or \$14 pair. Students bring their own decorations. The Annual Holiday Festival and Craft Fair will be held on Tuesday, December 9 6pm to 9pm at the Village Green Pavilion. The Community Dinner and Memorial Ribbon Ceremony will be held on Saturday December 13 from 6pm to 8pm at the Village Green Pavilion. Ribbons are \$2 each or 6 for \$10. Christmas tree removal will be every Wednesday beginning December 31 through January 28. Trees must be free of decorations. Karen thanked everyone who volunteered for or participated in Trunk to Trunk Trick or Treating.
- I. Charles County Recreation** – No report.
- J. Policing Report** – October was a relatively quiet month. There was one incident of drunk driving and an incident with someone riding a 4 wheeler on the streets of a neighborhood. There is a citizen advisory meeting coming up in La Plata at the American Legion. Officer Elliot encouraged everyone to go out and vote.

Briefings: None

Presentations/Recognitions: Mayor and Council presented Rick Allen with a plaque in grateful appreciation of his 22 years of outstanding dedication, service and leadership on the Town of Indian Head Planning Commission. Rick Allen took a moment to speak in remembrance of Planning Commission member Mary Thompson who passed away in October. Mr. Allen also thanked Town Manager Hicks and Town Clerk Brady for the work they do.

Resolutions: None

Ordinances: Before the introduction of Ordinance 11-01-14 Mayor Scheessele gave background information on why the Mayor and Council decided to abolish the Town's Economic Development Commission. The EDC has been having quorum issues for some time now and earlier this year the Town awarded a contract to Gary Hodge of Regional Policy Advisors. As a result, the Mayor and Council have decided to concentrate their efforts with Gary Hodge for the development and implementation of a strategy for economic development activities in the Town. When Mr. Hodge has completed the project the Mayor and Council will consider reestablishing the EDC at that time. Ordinance 11-01-14 is an Ordinance concerning Abolition of Economic Development Commission for the purpose of abolishing the Town's Economic Development Commission; and all matters generally related thereto. The Ordinance is scheduled to be adopted at the December 1 Town meeting, and would become effective on December 21, 2014.

Petitions: None

Unfinished Business: None

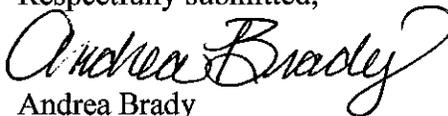
New Business: None

Miscellaneous: Mayor Scheessele read the upcoming November events and meetings.

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 8:06pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: October 2014

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/1/14	S. R. Smith Contractors for: Delores Gloden 400 Blair Road			Renovations
10/9/14	Catherine Mills/ M Edwards Homes 4430 Strauss Avenue			Renovations
10/14/14	Empire Graphics for: Indian Head Baptist Church 27 Raymond Avenue			Sign
10/15/14	Rodney Bailey Contracting for: William Wroble 4260 Strauss Avenue			Replace existing front porch
10/15/14	Rodney Bailey Contracting for: Ian Adams 9 Prospect Avenue			Deck
10/24/14	NB & C LLC for: T-Mobile 15 Town Street			New antennas on existing water tower & replace cabinet

USE & OCCUPANCY PERMIT;

No U & O Permits were issued during the month of October.

TEMPORARY USE & OCCUPANCY PERMIT;

No Temporary U & O 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;

10/14/14 Empire Graphics for: Indian Head Baptist Church
27 Raymond Avenue

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 10/1/14 to 10/31/14

CASH BALANCE OCTOBER 1, 2014 \$136,399.57

REVENUES

General	412,165.16
Trash	39,059.14
Water & Sewer	98,365.41
Parks/Pavillion	2,125.00
Land	

SUB-TOTAL	551,714.71
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LGIP Transfer(s)	-
Money Market Interest	-
Highway User Funds	3,924.38

TOTAL REVENUES	3,924.38	555,639.09
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EXPENDITURES

General	(86,634.93)
Trash	(17,445.35)
Sewer/Water	(104,295.61)
Parks/Pavillion	(67,678.98)

SUB-TOTAL	(276,054.87)
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PNC & Amer Exp Merchant Fee(s)	(448.18)
Credit Card Machine	(42.35)
LGIP Transfer(s)	
Check Order	
Payroll	(39,376.74)
Wire Trans FICA, W/H Tax, Sales Tax	(17,462.04)

SUB-TOTAL	(57,329.31)
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TOTAL EXPENDITURES	(333,384.18)
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CASH BALANCE AS OF OCTOBER 31, 2014	\$358,654.48
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LGIP ACCOUNTS

HIGHWAY FUND	3.78
PARK FUND	235,906.16
BOARDWALK	552,661.28
SEWER FUND	20,170.91
WATER FUND	40,909.93
REFUSE FUND	1.78

TOTAL LGIP ACCOUNTS	\$ 849,653.84
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SEWER BOND (AMERICAN FUNDS)	143,671.33
PNC	13,587.03

TOTAL INVESTMENTS	\$ 1,006,912.20
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