

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, DECEMBER 1, 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: 15**

**Minutes:** November 3 Town meeting minutes, and November 24 work session minutes. Vice Mayor Rice made a motion to approve the minutes as presented; Councilman Albright seconds the motion. The minutes were approved as presented by roll vote: Councilman Albright – Yes, Vice Mayor Rice – Yes, Mayor Scheessele – Yes.

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

- A. Permits** –The permits report for November 2014 was read (attached).
- B. Finance Report** – The finance report for November 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, Planning Commission and Ethics Commission. Work on the Connector Trail is almost complete. All that remains is the signage and crosswalks. Bollards were installed on Friday. 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 business. Washington Gas has completed installation of the gas line through town. They will be making repairs to the road and brick pavers over the next few months. All SHA comments on the Boardwalk project have been addressed by ARRO consulting. The Town's annual audit is complete. The Town Hall will be closed on December 25 and 26. There will be no trash service on those days. Donald Anderson asked Town Manager Hicks if there is an anticipated completion date for the remaining work being done by Washington Gas. Town Manager Hicks anticipates everything being complete by early 2015.
- D. Code Enforcement Report** – The Town issued 14 notices of violation during the month of November 2014, 1 tree and shrubs violation, 3 trash and debris violations, 6

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 7 rental inspections during the month of November 2014.

- E. Planning Commission Report** – The Planning Commission discussed the TCMX zone and the proposed Traditional Neighborhood Development (TND) floating zone.
- F. Bureau of Fire Prevention** – Chief Williams reported that during the month of October there were 22 fire responses, 10 in Town, 12 mutual aid. 29 medical responses, and 150 hours of training. During the month of November there were 36 fire responses, 15 in Town, and 21 mutual aid. 27 medical responses, and 130 hours of training. The IHVFD had an open house in October as well as several school activities. The Santa Run is coming up on the 23 and will begin no later than 6pm. Chief Williams reviewed holiday safety such as not leaving cooking unattended, having a kid free zone around the stove, making sure you have a carbon monoxide detector especially when using gas fireplaces, check electrical cords on your holiday decorations, and if you plan to have a live tree make sure it is fresh and keep it watered. On behalf of the IHVFD & RS Chief Williams wished everyone a safe and happy holiday season.
- G. Community Affairs** – Karen Williams went over upcoming December events such as the Annual Tree Lighting on December 2 at 7pm, the 20<sup>th</sup> Annual Gingerbread House Making Classes on Friday December 5 at 6pm and Sunday December 7 at 1pm, the Annual Holiday Festival December 9 at 6pm, the Annual Community Dinner & Memorial Ribbon Ceremony on December 13 at 6pm, the IHVFD & RS Santa Run Through Town December 23 starting around 6pm, the Winter Break Family Movie & Pizza Night on December 28 at 6pm, the St. James Christmas Tea on December 6 from noon to 2:30pm, Antebellum Christmas December 6 and 7, and the 2<sup>nd</sup> Annual Kris Kringle Christmas Market on December 5 & 6 at the Charles County Fairgrounds. Christmas tree removal will be every Wednesday starting December 28 through January 28. The last day for hazardous waste in the county is Saturday December 6, 9am to 3pm and will begin again in April 2015.
- H. Charles County Recreation** – Suleiman Rabie from the Lackey pool provided information on the upcoming big event, Swimming with Santa. The event will be held on December 13 from 2pm to 4pm, \$5 per person. Pre-registration is encouraged but registration will also be accepted at the door. There will be photos with Santa, above or below water, goodie bags, and crafts. Normal pool hours will begin at the end of February.
- I. Policing Report** – No report.

**Briefings:** None

**Presentations/Recognitions:** A proclamation for Childhood Cancer Awareness Week was presented to Mayor and Council. Vice Mayor Rice made a motion to pass the proclamation; Councilman Albright seconds the motion. The proclamation was approved as presented by voice

vote: 3-Ayes, 0-Nays. December 21 through December 27 is recognized as Childhood Cancer Awareness Week in the Town of Indian Head.

**Resolutions:** None

**Ordinances:** 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. Vice Mayor Rice made a motion to adopt Ordinance 11-01-14. Councilman Albright seconds the motion. Before the vote, Mayor Scheessele asked for any comments from the audience. Former Chair of the EDC, Donald Anderson spoke about the Town's need for a plan B if they are going to abolish the EDC. Mr. Anderson said he had experience mixed emotions from the EDC members, but if this is the right decision for the Town he supported the Mayor and Council's decision. Mayor Scheessele spoke about the "plan b" that the Town already has with their contracted services with Gary Hodge and Regional Policy Advisors. Mayor Scheessele gave a short briefing on Mr. Hodge's efforts. Sheila Zattau asked if there are any milestone dates in effect for the work Mr. Hodge is doing for the Town. Mayor Scheessele explained that there are no specific dates in place thus far but the contract is for 1 year with an option for a 2<sup>nd</sup> year. Donald Burgess expressed his opinion that specific dates and a clear understanding of what Mayor and Council wants for the Town is needed or the efforts could become perpetual analysis. Mayor Scheessele spoke about what he and the council would like to see for the Town and how Gary Hodge plans to help reach those goals. With no further comments Mayor Scheessele moved onto the vote. The Ordinance was adopted by voice vote, 3 – ayes, 0-nayes. The Ordinance will go into effect on December 21, 2014.

**Petitions:** None

**Unfinished Business:** None

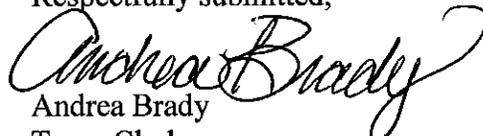
**New Business:** None

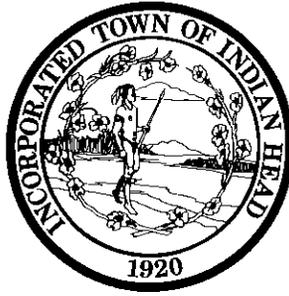
**Miscellaneous:** Mayor Scheessele read the upcoming December events and meetings.

**Citizen's Comments:** None

With no further questions or comments, the meeting adjourned at 8:18pm.

Respectfully submitted,

  
Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

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

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

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
11/6/14	Karen Johnson T/A: One of a Kind 4135 Indian Head Highway			Change of Occupant
11/20/14	David Dixon T/A: State Farm Insurance 3A North First Street			14' X 28' shed

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

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

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

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

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

No Demolition permits were issued during the month of November.

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

No Grading permits were issued during the month of November.

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

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

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

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

FINANCE REPORT 11/1/14 to 11/30/14

CASH BALANCE NOVEMBER 1, 2014 \$358,654.48

REVENUES		
General	93,565.84	
Trash	88,271.69	
Water & Sewer	184,052.94	
Parks/Pavillion	6,175.00	
Land		
SUB-TOTAL		372,065.47

LGIP Transfer(s)	-
Money Market Interest	108.60
Highway User Funds	

TOTAL REVENUES 108.60 372,174.07

EXPENDITURES		
General	(50,279.00)	
Trash	(15,600.31)	
Sewer/Water	(46,858.38)	
Parks/Pavillion	(5,707.58)	
SUB-TOTAL		(118,445.27)

PNC & Amer Exp Merchant Fee(s)	(509.70)
Credit Card Machine	(42.35)
LGIP Transfer(s)	
Check Order	
Payroll	(31,076.50)
Wire Trans FICA, W/H Tax, Sales Tax	(16,595.50)
SUB-TOTAL	(48,224.05)

TOTAL EXPENDITURES (166,669.32)

CASH BALANCE AS OF NOVEMBER 30, 2014 \$564,159.23

LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	235,914.43
BOARDWALK	552,680.65
SEWER FUND	20,172.58
WATER FUND	40,911.36
REFUSE FUND	2.01
TOTAL LGIP ACCOUNTS	\$ 849,684.81
SEWER BOND (AMERICAN FUNDS)	143,671.33
PNC	12,995.00
TOTAL INVESTMENTS	\$ 1,006,351.14