

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MAY 4, 2020
GoToMeeting**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Randy Albright, Councilman

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer
Karen Williams, Community Affairs

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING
SITE: 0**

Minutes: April 6th Town meeting minutes and April 22nd work session minutes Vice Mayor Sitoula made a motion to approve the minutes as presented; Councilman Albright 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 April was read. (See attached)
- B. **Finance Report** – The finance report for April was read. (See attached)
- C. **Town Manager's Report** – The Town is working with the contractor to finalize the construction schedule for the Boardwalk project. The Town is also working with two inspection firms to develop proposals for construction inspection including pile driving certifications. The Town revised drawings and obtained approval with USCOE, MDE, and MDDNR on black-out dates and issued drawings to the contractor for schedule update. The Town is waiting on an MOU to be issued by SHA for the restrooms on the Village Green project. The Town is also submitting design of traffic control plan to PS&E and MDSHA. Scheduling the final review meeting with SHA and the Town. The public hearing for the Zoning Ordinance update has been postponed until June. The budget process is well underway with a public hearing to be held on May 6th. Town owned playgrounds and basketball courts are closed due to COVID-19. The restrooms at Mattingly Park and the fountain on the Village Green will remain closed. Rental inspections are suspended until further notice. The Planning Commission provided no comments concerning the proposed Stormwater Management Ordinance. At this time, the Planning Commission is waiting for the Zoning Ordinance to be approved before acting on the Stormwater Ordinance. The Town is scheduled to close on the Henderson Property on May 14th. The Town Hall

lobby is closed. Payments can be made online, by phone with a credit card 301-743-5511, or place a check or money order in the night box. You can still contact the Town Hall during normal business hours, Monday – Friday, 8:30am to 4:30pm.

- D. Code Enforcement Report** – The Town issued 24 notices of violation for the month of April. 9 grass & weeds violations, 2 grass & weeds fines, 1 grass & weeds citation, 1 zoning/permit violation, 5 rubbish & garbage violations, 1 rubbish & garbage fine, 1 rubbish & garbage citation, 2 property maintenance violations and 2 property maintenance fines. The Town cleared 2 violations for the month of April. All interior inspections have been delayed until further notice, all rental inspections are on hold at this time.

- E. Planning Commission Report** – The Planning Commission meetings have been canceled through May.

- F. Bureau of Fire Prevention** – No report.

- G. Community Affairs** – Karen Williams reported that the Town continues to follow COVID-19 mandates and the Pavilion and Senior Center remain closed thru May 31st until directed otherwise. The Town is using social media to keep residents informed and support local businesses and assisting the Department of Aging, Senior Center and Veterans associations on addressing the needs of the senior citizen population. Lifestyles & End Hunger Charles County have placed a Community Needs Cabana in Town in front of the Community Affairs office. Access to the cabana is available Monday through Friday from 11am to 3pm for residents in need at no charge. The cabana has grab and go meal bags and personal hygiene items and the organizations are hoping to eventually offer groceries for families. There will be a senior citizen food distribution event on May 7th at the Waldorf Jaycees. Town Manager Hicks thanked Ms. Williams for keeping the cabana stocked throughout the day. Council thanked Ms. Williams for keeping everyone informed on the food trucks. Ms. Williams reported that the American Legion Auxiliary still wants to place the flags in front of the war memorial, and the Town will place flags around the fountain and down the highway to honor veterans even though the memorial day program has been canceled due to COVID-19.

- H. Charles County Recreation** – No report.

- I. Policing Report** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

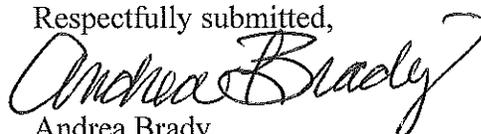
Unfinished Business: None

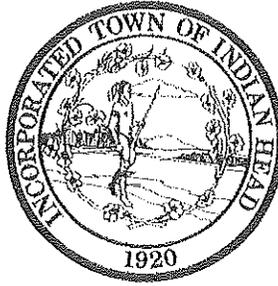
New Business: Mayor Paulin suggested lowering the Town flag to half-staff in recognition of Councilman Margie Posey who passed away last week, to recognize her for her time and service. The Council unanimously agreed. The flag will be lowered starting May 5th for one full week.

Miscellaneous: Mayor Paulin read the upcoming events and meetings for May.

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:14pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: April 2020

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/27/20	Alex Goumilevski 304 Indian Head Avenue			Interior Alterations

USE & OCCUPANCY PERMITS;

4/22/20	John Garrett 20 Oak Street			SFD- fire restoration
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TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary Use & Occupancy permits issued during the month of April.

DEMOLITION PERMITS;

No Demolition permits issued during the month of April.

GRADING PERMITS;

No Grading permits issued during the month of April.

SIGN PERMITS;

No Sign permits issued during the month of April.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 4/1/20 to 4/30/20

CASH BALANCE APRIL 1, 2020 \$536,519.53

REVENUES

General	4,385.45
Trash	34,747.19
Water & Sewer	53,129.33
Parks/Pavillion	-
Land	-

SUB-TOTAL 92,261.97

LGIP Transfer(s)

Grant(s)	
Money Market Interest	2.05

SUB-TOTAL 2.05

TOTAL REVENUES

92,264.02

EXPENDITURES

General	(86,526.73)
Trash	(17,282.42)
Sewer/Water	(92,731.78)
Parks/Pavillion	(16,677.02)

SUB-TOTAL (213,217.95)

OldLine & Blue/Paymentus Merchant Fee(s)	(238.80)
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LGIP Transfer(s)

Check Order	
Payroll	(44,611.03)
Wire Trans FICA, W/H Tax, Sales Tax	(23,257.05)

SUB-TOTAL (68,106.88)

TOTAL EXPENDITURES

(281,324.83)

CASH BALANCE AS OF APRIL 30, 2020

\$347,458.72

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	111,045.23
BOARDWALK	350,775.22
SEWER/WATER FUND	43,730.12
REFUSE FUND	126,848.04
HIGHWAY USER	10,392.89
100 YEAR CELEBRATION	27,832.23

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 670,623.73

SEWER BOND (AMERICAN FUNDS)

119,571.98

TOTAL INVESTMENTS

\$ 790,195.71