

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, DECEMBER 7, 2020
GoToMeeting**

Vice Mayor Sitoula called the meeting to order at 7:02pm.

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: 5

Vice Mayor Sitoula lead the meeting due to Mayor Paulin's audio issues.

Minutes: November 2nd Zoning Ordinance public hearing minutes, November 2nd Town meeting minutes and November 18th 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 November was read. (See attached)
- B. Finance Report** – The finance report for November was read. (See attached)
- C. Town Manager's Report** – Boardwalk construction is underway. The Town needs to schedule the final review meeting with SHA for the restrooms on the Village Green project, and we hope to do so this month. The Town is working on the Sustainable Communities application to renew the Town's designation which expires in May 2021. The Town is in the process of finalizing the Comprehensive Plan for Planning Commission review before presenting it to the Town Council. Zoning Ordinance adoption has been placed on hold. Town Council is awaiting additional comments from the Town's attorney as it relates to the comments received during the public hearing. The Town is working out the final details with the Town attorney and Planchek on the 2018 building codes. We hope to have them included on the January work session agenda. The Town's annual audit is well underway. Additional recycle totes are on order and they should be delivered in January. The leaf vacuum will run on Wednesdays until January 1st or the first significant snowfall, whichever occurs first. The Town Hall is currently closed to the public until at least the end of the calendar year. Payments can be made via phone, online, or a check or money order placed in the Town's drop box located on the front of the Town Hall. You may still contact town staff via email and phone at 301-743-5511.

- D. Code Enforcement Report** – The Town issued 17 notices of violation for the month of November. 1 grass and weeds violations, 4 rubbish and garbage violations, 2 rubbish and garbage fines, 1 rubbish and garbage citation, 4 property maintenance violations, 1 property maintenance citation, 1 noise/nuisance violation, 1 noise/nuisance fine, 1 inoperative/untagged vehicle violation and 1 inoperative/untagged vehicle fine. The Town completed 18 rental inspections and cleared 5 violations for the month of November.
- E. Planning Commission Report** – The November Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – No report
- G. Community Affairs** – No report.
- 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: None

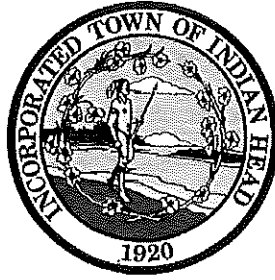
Miscellaneous: Vice Mayor Sitoula read the upcoming events and meetings for December. (see attached)

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:12pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
11/4/20	Turnout Holdings 4085 Stepney Place			Residential alterations and addition
11/19/20	LFC Now – for Barrett Travis 68 Mattingly Avenue			Waterproofing basement
11/19/20	CMI General Contractors 4440-4450 Indian Head Hwy			Demolition to prepare for future renovations
11/19/20	Trinity Solar – for Franceris Williams 4685 Strauss Avenue			Roof mounted solar panels

USE & OCCUPANCY PERMITS;

No Use & Occupancy permits were issued during the month of November.

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary Use & Occupancy permits 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 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 11/1/20 to 11/30/20

CASH BALANCE NOVEMBER 1, 2020 \$406,849.01

REVENUES

General 136,762.82
 Trash 79,756.62
 Water & Sewer 152,506.31
 Parks/Pavillion 600.00
 Land

SUB-TOTAL 369,625.75

LGIP Transfer(s)

Grant(s)
 Money Market Interest 2.05

SUB-TOTAL 2.05

TOTAL REVENUES

369,627.80

EXPENDITURES

General (78,235.72)
 Trash (19,108.04)
 Sewer/Water (67,917.95)
 Parks/Pavillion (62,986.76)

SUB-TOTAL (228,248.47)

OldLine & Blue/Paymentus Merchant Fee(s) (547.23)

LGIP Transfer(s)

Check Order
 Payroll (44,190.78)

Wire Trans FICA, W/H Tax, Sales Tax (26,881.51)

SUB-TOTAL (71,619.52)

TOTAL EXPENDITURES

(299,867.99)

CASH BALANCE AS OF NOVEMBER 30, 2020

\$476,608.82

OLD LINE INVESTMENT ACCOUNTS

PARK FUND 111,248.90
 BOARDWALK 351,418.72
 SEWER/WATER FUND 43,810.27
 REFUSE FUND 127,080.72
 HIGHWAY USER 10,411.87
 100 YEAR CELEBRATION 27,883.21

TOTAL OLD LINE INVESTMENT ACCOUNTS

\$ 671,853.69

SEWER BOND (AMERICAN FUNDS)

122,116.75

TOTAL INVESTMENTS

\$ 793,970.44

UPCOMING TOWN MEETINGS AND EVENTS

Shelf Stable Meal Distribution for Seniors	Tuesday, December 8, 11:30am Village Green Pavilion <i>First Come First Serve</i>
Free Drive-thru Community Dinner & Virtual Ribbon Ceremony	Saturday, December 12 Village Green Pavilion <i>Drive Thru Open 5pm – 6:30pm</i> <i>Time of Virtual Ceremony to be announced</i>
Town Council Work Session	Wednesday, December 16, 3:30pm GoToMeeting
Planning Commission	Wednesday, December 16, 5:30pm GoToMeeting
Free Drive-Thru Christmas Community Meal	Saturday, December 19, 1:00pm Village Green Pavilion <i>While Supplies Last</i>
Town Hall, Community Affairs & Public Works CLOSED	Thursday, December 24, Friday, December 25 & Monday, December 28 <i>Trash will still be picked up on Dec. 24th. There will be NO trash pickup on Dec. 25th. Trash will still be picked up on Dec. 28th.</i>
Town Hall, Community Affairs & Public Works CLOSED	Thursday, December 31 & Friday, January 1 <i>NO trash pickup</i>
Town Meeting	Monday, January 4, 7:00pm GoToMeeting

Weekly Food Distribution Events:

Lifestyles – End Hunger Charles County Care Cabana Food Distribution	Monday-Wednesday-Friday 11:00am-3:00pm Outside Community Affairs Office
CC Public Schools FREE Student Meals Program	Monday-Friday 11:00am-1:00pm I.H. Elementary & H.E. Lackey High Schools

Rescheduled Events:

Town's 100 th Anniversary Celebration	Rescheduled to Saturday, September 25, 2021
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Please make sure to check the Town's website, www.townofindianhead.org to stay up to date on any changes to the upcoming meetings and events. Follow us on the Town of Indian Head Facebook Page