

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, JULY 6, 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: 4**

**Minutes:** June 1<sup>st</sup> Town meeting minutes and June 24<sup>th</sup> 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 June was read. (See attached)
- B. Finance Report** – The finance report for June was read. (See attached)
- C. Town Manager's Report** – Boardwalk project update. The Town obtained the revised construction in award letter from the State Highway Administration (SHA) and obtained approval for the revised construction schedule. The Town still needs to obtain approval from SHA for construction approval scope. Review final construction inspection proposal and present to the Town for approval and signature. Distribute final schedule and inspection contracts to SHA for approval. Village Green restrooms project update. The Town obtained the MOU between the Town and SHA. The Town is submitting the design of the traffic control plan to PS&E and SHA and will need to schedule the final review meeting with SHA and the Town. Town owned playgrounds are open, Mattingly Park restrooms and the picnic pavilion remain closed. Rental inspections are still suspended until further notice due to COVID-19. Zoning Ordinance adoption has been placed on hold due to the pandemic. The Town Hall lobby is closed. Payments can be made online, by phone with a credit card by calling 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 through Friday, 8:30am to 4:30pm.

- D. Code Enforcement Report** – The Town issued 7 notices of violation for the month of June. 2 grass & weeds violations, 3 rubbish & garbage violations and 2 nuisance/noise violations. The Town cleared 1 violation for the month of June and addressed 5 violations via communication without written violation. All interior inspections have been delayed until further notice, all rental inspections are on hold at this time.
- E. Planning Commission Report** – The June Planning Commission was canceled.
- F. Bureau of Fire Prevention** – No report
- G. Community Affairs** – Karen Williams reported that there are currently no activities scheduled at this time. The 100<sup>th</sup> celebration has been moved to September 25, 2021. National Night Out has been moved to Tuesday, October 6<sup>th</sup>, 2020. Currently the Town still plans to hold the annual car show in September with social distancing in mind. Karen hopes to hold a meeting in August about the 100<sup>th</sup> celebration, with social distancing in place. Ms. Williams spoke about issues being addressed with off road vehicles on town streets and trails. Signage will be put up marking the paths to help with this issue. Hopefully, the issues with fireworks will now stop.
- 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

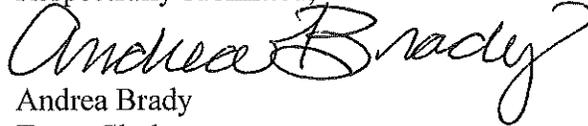
**Miscellaneous:** Mayor Paulin read the upcoming events and meetings for July.

**Citizen's Comments:** Lee Osberry from the US Census Bureau, thanked the Town for their continued support for the census. The census is still ongoing and open until the 31<sup>st</sup> of October. Indian Head is just 3.3% away from achieving the 2010 milestone. This Wednesday at 1pm, the Census Bureau will have a press release. The press release will include an update on operations. Mayor Paulin thanked Mr. Osberry for joining the meeting and stressed the importance of filling out your census form, it helps the Town get much needed resources.

Vice Mayor Sitoula requested Council send a sympathy card for the passing of previous Councilman, and the Council will have the Town flag lowered for 1 week. The MML virtual conference last week went well, and Vice Mayor Sitoula appreciated the Town Council's support of the event.

With no further questions or comments, the meeting adjourned at 7:16pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, decorative flourish at the end.

Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

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

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

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
6/15/20	James Chen 10 Helen Court			Shed
6/22/20	Karen Johnson 4179 Indian Head Highway		Change in Occupant T/A: Hilltop Treasures	
6/22/20	John & Phyllis Dent 6 Birch Bark Court			Shed
6/22/20	Rainbow Construction 13 Stuart Place - Lot 4	SFD		
6/22/20	Rainbow Construction 21 Stuart Place - Lot 6	SFD		
6/29/20	Ryan Bascombe 10 River Watch Lane			Shed

#### ***USE & OCCUPANCY PERMITS;***

6/15/20	College of Southern Maryland 4465 Indian Head Highway		CSM Velocity Center	
6/23/20	James & Karen Chen 10 Helen Court	SFD – reconstruction after fire		
6/29/20	Karen Johnson 4179 Indian Head Highway		Change in Occupant T/A: Hilltop Treasures	

#### ***TEMPORARY USE & OCCUPANCY PERMITS;***

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

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

No Demolition permits issued during the month of June.

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

No Grading permits issued during the month of June.

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

No Sign permits issued during the month of June.

***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 6/1/20 to 6/30/20

CASH BALANCE JUNE 1, 2020 \$364,262.69

REVENUES

General 116,652.29  
 Trash 10,430.78  
 Water & Sewer 39,812.23  
 Parks/Pavillion 1,500.00  
 Land

SUB-TOTAL 168,395.30

LGIP Transfer(s)

Grant(s)  
 Money Market Interest 2.05

SUB-TOTAL 2.05

TOTAL REVENUES

168,397.35

EXPENDITURES

General (63,445.96)  
 Trash (15,826.32)  
 Sewer/Water (51,298.15)  
 Parks/Pavillion (7,737.09)

SUB-TOTAL (138,307.52)

OldLine & Blue/Payments Merchant Fee(s) (1,130.69)

LGIP Transfer(s)

Check Order  
 Payroll (55,172.01)  
 Wire Trans FICA, W/H Tax, Sales Tax (33,645.47)

SUB-TOTAL (89,948.17)

TOTAL EXPENDITURES

(228,255.69)

CASH BALANCE AS OF JUNE 30, 2020

\$304,404.35

OLD LINE INVESTMENT ACCOUNTS

PARK FUND 111,142.64  
 BOARDWALK 351,082.94  
 SEWER/WATER FUND 43,768.47  
 REFUSE FUND 126,959.31  
 HIGHWAY USER 10,401.99  
 100 YEAR CELEBRATION 27,856.63

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 671,211.98

SEWER BOND (AMERICAN FUNDS)

119,571.98

TOTAL INVESTMENTS

\$ 790,783.96