

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
TUESDAY, JANUARY 2, 2018
VILLAGE GREEN PAVILION**

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

Roll Call

Ron Sitoula, Vice Mayor
Curtis Smith, Councilman

Attended By

Ryan L. Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Director
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 18

Vice Mayor Sitoula explained that Mayor Paulin was excused from tonight's meeting because he was attending a funeral.

Minutes: December 4th Town meeting minutes and December 20th work session minutes. Councilman Smith made a motion to approve the minutes as presented; Vice Mayor Sitoula seconds the motion. The minutes were approved as presented by voice vote: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** –The permits report for December 2017 was read (attached).
- B. **Finance Report** – The finance report for December 2017 was read (attached).
- C. **Town Manager's Report** – The Town is in the process of renewing all expired permits for the Boardwalk project and hopes to begin work in spring 2018. All that remains for the DHCD grant near the Base gates is paving the lot. The Town is currently looking into further funding to complete the project. Online bill pay is operation and a link is available via the Town's website. NEPA documentation for the Village Green restrooms project is complete and the Town hopes to begin work in spring 2018. The leaf vac is no longer in operation. Service began November 1st and ran through January 1st. Washington Gas work in Perry Station is scheduled to begin this month.
- D. **Code Enforcement Report** – The Town issued 6 notices of violation during the month of December 2017. 6 vehicle violations and 1 building permit violation. The Town performed 35 rental inspections for the month of December 2017.
- E. **Planning Commission Report** – The Planning Commission approved the subdivision of 10 East Poplar Lane, Parcel 202, lot 61 into lots 61A and 61B.

- F. Parks and Recreation Report** – P&R plans to hold a Girls in STEAM Summit on February 24th. The Town is in the process of planning a Farmers Market that will hopefully be open by spring and Councilman Smith stated that the Town is seeking members for a working group to help with the Farmers Market planning and execution.
- G. Environmental Sustainability Report** – Councilman Smith discussed fire safety for multi-story dwellings and told residents they may want to consider getting a window ladder as a secondary way out. Councilman Smith's cyber security tip was that the first of the year is a good time to update your passwords and get new credit cards issues with new numbers.
- F. Bureau of Fire Prevention** – Deputy Chief Wayne Higdon thanked everyone for their thoughts and prayers for Ladies Auxiliary member Mary Lee Smith. Mary Lee passed on December 25th and she was laid to rest on December 28th. Deputy Chief Higdon stated that Mary Lee was given a nice send off and she will be missed. Deputy Chief Higdon explained Maryland's new some alarm law that went into effect January 1st requiring 10 year smoke detectors. The detectors run between \$30 and \$50 and Deputy Chief Higdon encouraged people to have them professionally installed and recommended one on each floor. The Department is still working on training with the new ladder truck as well as getting it lettered. Deputy Chief Higdon reminded everyone to be cautious when using space heaters, be safe when burning candles and be careful when disposing of fireplace ashes. Town Manager Hicks let Deputy Chief Higdon know that the Town is making sure during rental inspections that the owners are complying with the new smoke detector law.
- G. Community Affairs** – Karen Williams thanked everyone who came to the Town's annual Christmas events. Ms. Williams made several information pamphlets available as well as the County's recreation guide. The Community Activity Committee's first meeting for 2018 will be held on Tuesday January 9th at 7:30pm in the Village Green Pavilion and they will continue work on the upcoming 2018 events.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Cpl. Steve Bryant stated that at the end of last year there were reports of a silver/gray vehicle around Town looking into vehicles and that may also be associated with a possible robbery. Cpl. Bryant asked everyone to be aware and on the lookout for the vehicle. Cpl. Bryant reminded everyone to bring in their pets from the cold and to check on their neighbors during this winter weather. If anyone finds a neighbor in trouble or having issues with things such as heat, to call the Sheriff's Department because they will reach out to the individual and see what they can do to help. Cpl. Bryant reminded everyone to remember winter road safety, use extreme caution and drive like you have some sense. Cpl. Bryant also reminded everyone that warming up your cars outside your home is not only illegal it is also unsafe since it could make you the target of car theft. Councilman Smith asked if it is ok to warm your car if you have remote start. Cpl. Bryant explained that if you are outside with the

car while it is warming it is fine and with remote start you run less of a risk of theft since there isn't a key in the ignition and the doors are usually locked.

Briefings: Dorothea Smith, President of the African American Heritage Society of Charles County Inc., gave a briefing on her background and involvement with the African American Heritage Society of Charles County and a history on the development of the Heritage House that is located at 7485 Crain Highway. Ms. Smith shared information on other members of the African American Heritage Society and thanked members of the community who worked with them to help make the dream of the Heritage House come true. In November Commissioner President Murphy and all of the County Commissioners along with other members of County government came to the Heritage House and presented Ms. Smith and other members of the African American Heritage Society with a County seal. Ms. Smith stressed to everyone that when we work together all things can be achieved.

Presentations/Recognitions: A proclamation for Law Enforcement Appreciation Day was presented to Council. Councilman Smith made a motion to pass the proclamation; Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 2-Ayes, 0-Nays

Resolutions: None

Ordinances: Ordinance 01-01-18 was introduced. It is an ordinance concerning amendment of the FY17 budget for the purpose of amending the adopted budget for the Town of Indian Head for the fiscal year beginning July 1, 2016 and ending June 30, 2017, to recognize certain revenues received by the Town, and to appropriate certain funds for expenditure, during the fiscal year; ratifying and validating certain obligations and expenditures incurred before the adoption of this Ordinance; and generally related to amendment of the Town's FY2017 budget. Several of the largest amounts were read and the draft has been made available on the Town's website for review by residents prior to adoption of the Ordinance at the February Town meeting. Town Manager Hicks took a moment to explain the larger amendments on the Ordinance.

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Vice Mayor Sitoula read the upcoming January events and meetings.

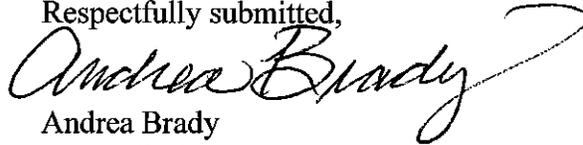
Citizen's Comments: Town resident, Jeanette McCants shared her response to the Mayor's Message in the recent Smoke Signals where he discussed the possibility of a Recreation Center. Ms. McCants discussed the need for a larger space for senior activities and encouraged the Council to make the possible facility a Community Center with senior activities in the day until around 4pm and then open the facility for other activities. Ms. McCants spoke about her involvement with other local senior centers and the facilities and types of activities they provide. Ms. McCants offered to take the Council on a tour of the La Plata senior center so they could get a better idea of what is needed for the seniors in Indian Head.

Vice Mayor Sitoula went over a list of highlights from 2017 including several grants and online bill pay. Vice Mayor Sitoula thanked Dennis Scheessele for the legacy he left as a Councilmember and former Mayor and thanked Brian Klaas for his continued support of the Town. Vice Mayor Sitoula thanked Town staff for their work, and discussed the benefits of small town life including his niece's internship with the Base.

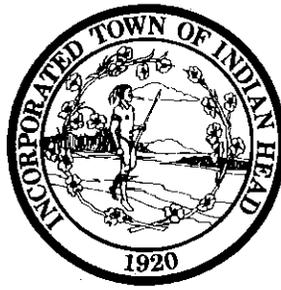
Councilman Smith presented Sanya Sitoula with cookies she won from the Holiday Festival's guessing game.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Andrea Brady". The signature is written in black ink and is positioned to the right of the typed name.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: December 2017

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/18/17	Vivint Solar for: Joao Pavia 8 Pine Street			Solar Panels

USE & OCCUPANCY PERMIT;

No Use & Occupancy permits issued during the month of December.

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of December.

GRADING PERMITS;

No Grading permits were issued during the month of December.

SIGN PERMITS;

No Sign permits were issued during the month of December.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 12/1/17 to 12/31/17

CASH BALANCE DECEMBER 1, 2017 \$724,999.49

REVENUES		
General	19,321.89	
Trash	9,565.60	
Water & Sewer	18,467.04	
Parks/Pavillion	1,290.00	
Land	-	
SUB-TOTAL	48,644.53	48,644.53
LGIP Transfer(s)		
Money Market Interest	53.64	

TOTAL REVENUES 53.64 48,698.17

EXPENDITURES		
General	(61,434.60)	
Trash	(16,194.62)	
Sewer/Water	(239,328.08)	
Parks/Pavillion	(9,364.64)	
SUB-TOTAL	(326,321.94)	(326,321.94)

OldLine & Blue/Paymentus Merchant Fee(s)	-	
Credit Card Machine	-	
LGIP Transfer(s)		
Check Order		
Payroll	(66,010.05)	
Wire Trans FICA, W/H Tax, Sales Tax	(30,096.68)	
SUB-TOTAL	(96,106.73)	(96,106.73)

TOTAL EXPENDITURES (422,428.67)

CASH BALANCE AS OF DECEMBER 31, 2017 \$351,268.99

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	203,239.99
BOARDWALK	529,793.88
SEWER/WATER FUND	71,656.83
REFUSE FUND	121,339.94
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 926,030.64
SEWER BOND (AMERICAN FUNDS)	109,006.60
TOTAL INVESTMENTS	\$ 1,035,037.24