

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
TUESDAY, JANUARY 3, 2017
VILLAGE GREEN PAVILION**

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

Roll Call

Brandon Paulin, Mayor
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: 15

Minutes: December 5th Town meeting minutes and December 14th 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: 3-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** –The permits report for December 2016 was read (attached).
- B. **Finance Report** – The finance report for December 2016 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 still needed for the Board of Zoning Appeals, Planning Commission, Ethics Commission, Parks and Rec Commission and Environmental Sustainability Committee. Please contact the town hall if you would like a new 95 gallon toter for recycling for your home or place of business. The Town has received the draft ULI report and it will be posted on the Town website. The MAC has received a grant to remove the remaining debris and work will resume on the site this month. The Town hopes to have online bill pay up and running the next billing cycle. The Town's annual audit is almost complete. Public Works repaired a water main break along Jenkins Drive. The leaf vacuum truck will make its final trip through Town this week. This will be the last trip for the season. Recycling will not be picked up on Thursdays starting January 5th. The Town is applying for a Maryland Energy Administration grant as it relates to solar panels, vehicle fleet maintenance and street lighting.
- D. **Code Enforcement Report** – The Town issued 8 violations during the month of December 2016. There was 1 property maintenance violation, 4 trash and debris violations, 2 vehicle violations and 1 work without a permit violation.

- E. Planning Commission Report** – The Planning Commission approved a sign for PAWS Animal Hospital.
- F. Parks and Recreation Report** – The Parks and Recreation Commission is seeking donations, monetary or time, to help expand their offerings.
- G. Environmental Sustainability Report** – The Environmental Sustainability Committee submitted a Sustainable Maryland Certified packet. Public Works will be assisting in setting up community vegetable and flower gardens this spring. The ESC is looking to start a farmers market. If you know any interested farmers please ask them to contact the town hall.
- F. Bureau of Fire Prevention** – No report.
- G. Community Affairs** – Karen Williams reported that 2016 was a fun year for the Town full of activities and she thanked all the volunteers and everyone who attended the events. The Community Activities Committee will hold a dinner meeting at 6:30pm on Tuesday, January 10th to discuss the 2017 events calendar. The CAC hopes to work with the P&R Commission on future events. The next big event will be the Spring Party and Egg Hunt on April 2nd from 2pm to 4pm at the Village Green Pavilion. The CAC is always looking for new members and volunteers.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot said the Town has been good this past month and he feels that residents are starting to remember to lock their doors now. The County experienced a lot of package thefts recently but the Town had very few. Officer Elliot advised everyone that as the weather gets colder and residents want to warm their cars in the morning, don't leave the vehicle running unattended. There was recently a vehicle theft in another town that led to a chase and vehicle damage. Officer Elliot reminded everyone to please continue to lock their doors and watch their vehicles.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Mayor Paulin read the upcoming January events and meetings.

Citizen's Comments: Charles Shuford, Perry Station at River Watch: Mr. Shuford asked for an update on the barrels at the corner of River Watch and 210. Mr. Shuford said no work had been done recently and the barrels are ugly and a safety hazard. Town Manager Hicks will have Public Works pick up the barrels and store them at the Public Works lot for Verizon to pick up when they come back into Town.

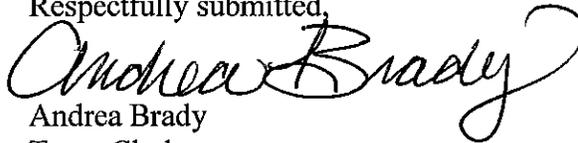
Vice Mayor Sitoula thanked Tiffany Watson from the Maryland Independent for the work she has done to put a spotlight on the Town.

Councilman Smith encouraged residents to attend the upcoming meeting on Thursday in Landover at 7pm to discuss keeping the W19 Metro bus route.

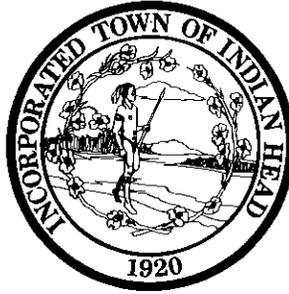
Tony Thompson, Raymond Avenue: Mr. Thompson mentioned an issue with flooding on Raymond Avenue. Mr. Thompson stated that when Public Works was plowing they hit some sections of the paving causing water to flow onto and flood sections of the trail. Mr. Thompson would like the Town to consider repairing the issues when the weather improves. Town Manager Hicks will assess the situation on Raymond Avenue for consideration.

With no further questions or comments, the meeting adjourned at 7:46pm.

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 2016

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/1/16	James & Barbara Wheeler 14 Pine Street			Shed
12/20/16	Kyle Van Tassel 21 Indian Head Avenue			Shed/Garage
12/21/16	Action Fabricators for: Hampstead, Charles Landing South 41 Jameson Court			Fence

USE & OCCUPANCY PERMIT;

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

TEMPORARY USE & OCCUPANCY PERMIT;

No Temporary Use & Occupancy permits were 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;

12/1/16	Ashley Rankin & Whitney Muenze 4555 Indian Head Highway	T/A: Vintage Redeux
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TEMPORARY SIGN PERMITS;

No Sign permits were issued during the month of December.

FINANCE REPORT 12/1/16 to 12/31/16

CASH BALANCE DECEMBER 1, 2016 \$797,348.07

REVENUES		
General	35,438.97	
Trash	11,576.60	
Water & Sewer	27,718.66	
Parks/Pavillion	1,305.00	
Land	-	
SUB-TOTAL	-	76,039.23
LGIP Transfer(s)	-	
Money Market Interest	29.67	

TOTAL REVENUES 29.67 76,068.90

EXPENDITURES		
General	(49,445.82)	
Trash	(16,218.93)	
Sewer/Water	(254,772.75)	
Parks/Pavillion	(2,716.00)	
SUB-TOTAL	-	(323,153.50)

PNC & Amer Exp Merchant Fee(s)	(1,453.64)	
Credit Card Machine	(42.35)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(56,562.93)	
Wire Trans FICA, W/H Tax, Sales Tax	(24,938.73)	
SUB-TOTAL	-	(82,997.65)

TOTAL EXPENDITURES (406,151.15)

CASH BALANCE AS OF DECEMBER 31, 2016 \$467,265.82

LGIP ACCOUNTS		
HIGHWAY FUND		3.78
PARK FUND		201,486.14
BOARDWALK		525,222.07
SEWER FUND		27,831.18
WATER FUND		43,207.36
REFUSE FUND		120,292.86
TOTAL LGIP ACCOUNTS		\$ 918,043.39
SEWER BOND (AMERICAN FUNDS)		109,860.59
PNC		14,536.41
TOTAL INVESTMENTS		\$ 1,042,440.39