

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, JANUARY 4, 2021  
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: 1**

**Minutes:** December 7<sup>th</sup> Town meeting minutes and December 16<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 December was read. (See attached)
- B. Finance Report** – The finance report for December was read. (See attached)
- C. Town Manager's Report** – Boardwalk construction is underway. Mobilization of barges and equipment to staging area located on Poplar Lane. SE Davis also preformed driftwood debris removal from the shoreline. The Town needs to schedule the final review meeting with State Highway Administration (SHA) for the restrooms on the Village Green project, and hope to do so this month via a virtual platform. The Town is working on the sustainable communities' application to renew the Town's designation which expires in May. The Town is also seeking members for the Environmental Sustainability Committee. The Town is in the process of finalizing the Comprehensive Plan for Planning Commission review before presenting it to Town Council. It will be presented to the Planning Commission during this month's meeting. The adoption of the revised Zoning Ordinance and Zoning map has been placed on hold. The Town was awaiting additional comments from the Town's attorney as it related to comments received during the public hearing. The Council will discuss this further at the next work session this month. The Town is working out the final details of the 2018 building codes adoption with the Town's attorney and Planck. The Town hopes to have them included on the January work session agenda. The Town's annual audit is well underway. Additional recycling totes are on order and they should be delivered this month. The leaf vacuum is over for the season. The Town Hall is currently closed to the public. Payments can be made via phone, or a

check or money order can be placed in the Town's drop box located on the front of the Town Hall. You may still contact staff via email and phone at 301-743-5511.

- D. Code Enforcement Report** – The Town issued 23 notices of violation for the month of December. 4 rubbish and garbage violations, 1 rubbish and garbage fine, 4 property maintenance violations, 2 property maintenance citations, 2 zoning/permit violations, 6 rental license violations, 1 rental license fine, 1 noise/nuisance violation, 1 noise/nuisance fine and 1 inoperative/untagged vehicle violation. The Town completed 17 rental inspections and cleared 17 violations for the month of December.
- E. Planning Commission Report** – The December Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – For the month of November the department responded to 24 fire calls, 13 within the town limits and 11 mutual aid, 21 emergency medicals calls and completed 100 training hours. For the month of December, the department responded to 31 fire calls, 16 within the town limits and 15 mutual aid, 39 emergency medical calls and completed 75 hours of training. On December 5<sup>th</sup> there was a working fire at 4035 Indian head Highway which is still under investigation by the Maryland State Fire Marshal's office. IHVFD held the Annual Santa Run on Wednesday, December 23<sup>rd</sup> with a lot of town residents saying hi to Santa and his wife. As with everyone else, unfortunately due to the pandemic the IHVFD activities are limited and under strict safety regulations. The IHVFD has currently experienced no major impacts operationally or financially and they are doing all they can to protect their members and continue to provide professional service. The IHVFD is replacing their marquee sign in front of the firehouse with a digital sign. They have completed the permitting process; the sign has been delivered to the vendor and they are awaiting installation which should hopefully take place in the next 2 to 3 weeks. The department is in the process of replacing their Firefighting Breathing Apparatus to upgrade and meet the most current standards of protection. Their current equipment is 21 years old. They have worked with a financing company and have finalized all the paperwork and are expecting delivery around the end of March or beginning of April. RA pass along the Council's condolences for the member who passed at Bryan's Road. Council will also send a sympathy card.
- G. Community Affairs** – Karen Williams reported on events that took place in December including the virtual tree lighting, the virtual ribbon ceremony and drive thru community dinner and the numerous community dinners held by both the Indian Head United Methodist Church (IHUMC) and Community Love in Action. Ms. Williams also thanked everyone involved in the events that took place. IHUMC continues to provide multiple free drive thru community dinners. NETS distributed over 400 food baskets to local families. Ms. Williams gave a reminder about curbside Christmas tree removal. Live trees free of all decorations can be placed curbside on Wednesdays through January 27<sup>th</sup>. The Care Cabana food distribution is held on Monday, Wednesday, and Friday from 11am to 3pm outside of the Community Affairs office. Charles County public school's free student meals program and mobile meal service is held Monday through Friday 11am to 1pm, I.H. Elementary, H.E. Lackey High School, I.H. Worship Center and Jameson Court. The Community Activities Committee will not be meeting this month due to COVID. Currently the committee is staying in touch via mail and email and working on putting together a 2021 events calendar in hopes of returning to normalcy sometime in the year.

The Indian Head 101 celebration will be held on September 25, 2021.

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

- I. Policing Report** – Corporal Curtis briefly discussed a recent shooting that is still being investigated and remind everyone to keep your car doors and homes locked and be mindful of putting boxes down on the curbside because it will show people what you received for Christmas. Mayor Paulin asked what can be done as a community to address the recent increase in activity as it relates to gun violence. Corporal Curtis discussed gun safety and the importance of gun owners making sure their firearms are not loaded. The Sheriff's office has trigger locks that they give out to those who do own guns. Corporal Curtis encouraged gun owners to get gun locks to put on their guns to help reduce the number of incidents and to have firearms locked up where children cannot access them. Corporal Curtis also suggested holding a gun safety course and having a briefing at a future Town meeting to discuss gun safety. Councilman Albright will reach out to a source he knows to try to set this up for a future meeting. Council will discuss firearm safety further at this month's work session.

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** None

**Petitions:** None

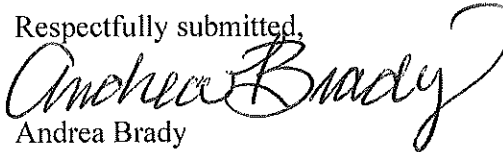
**Unfinished Business:** None

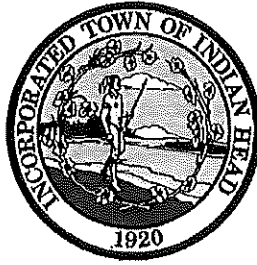
**New Business:** None

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

**Citizen's Comments:** None

With no further questions or comments, the meeting adjourned at 7:23pm.

Respectfully submitted,  
  
Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

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

***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/1/20	Umaru Sesay 209 Bertha Circle			Residential interior Alterations – adding closets
12/11/20	NVR Ryan Homes Seldovia Drive			Temporary Parking Lot
12/11/20	CMI General Contractors 4455 Indian Head Hwy		Interior Tenant Fit-out	
12/21/20	NVR Ryan Homes Seldovia Drive	5 New Townhome units in the Anchor Point Subdivision		

***USE & OCCUPANCY PERMITS;***

12/2/20	Guadagnoli Properties 33 Stuart Place	SFD		
12/2/20	Guadagnoli Properties 33 Stuart Place			Deck
12/2/20	Guadagnoli Properties 29 Stuart Place			Deck
12/4/20	Guadagnoli Properties 13 Stuart Place	SFD		
12/16/20	Guadagnoli Properties 17 Stuart Place	SFD		
12/16/20	Guadagnoli Properties 21 Stuart Place	SFD		
12/21/20	Guadagnoli Properties 25 Stuart Place	SFD		

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

12/3/20	Guadagnoli Properties 13 Stuart Place	SFD		
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***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 12/1/20 to 12/31/20

CASH BALANCE DECEMBER 1, 2020 \$476,608.82

REVENUES		
General	22,729.35	
Trash	14,808.32	
Water & Sewer	78,488.74	
Parks/Pavillion	11,695.00	
Land		
Prior Year	66,164.41	
SUB-TOTAL		193,885.82

LGIP Transfer(s)		
Bond Draw(s)	52,838.10	
Money Market Interest	<u>2.12</u>	
SUB-TOTAL		52,840.22

TOTAL REVENUES 246,726.04

EXPENDITURES		
General	(84,251.49)	
Trash	(23,003.74)	
Sewer/Water	(57,216.42)	
Parks/Pavillion	<u>(209,510.09)</u>	
SUB-TOTAL		(373,981.74)

OldLine & Blue/Payments Merchant Fee(s)	(1,015.41)	
LGIP Transfer(s)		
Check Order		
Payroll	(60,287.07)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(31,540.10)</u>	
SUB-TOTAL		(92,842.58)

TOTAL EXPENDITURES (466,824.32)

CASH BALANCE AS OF DECEMBER 31, 2020 \$256,510.54

OLD LINE INVESTMENT ACCOUNTS		
PARK FUND		111,260.23
BOARDWALK		351,454.53
SEWER/WATER FUND		43,814.73
REFUSE FUND		127,093.66
HIGHWAY USER		10,412.93
100 YEAR CELEBRATION		<u>27,886.05</u>
TOTAL OLD LINE INVESTMENT ACCOUNTS		\$ 671,922.13

SEWER BOND (AMERICAN FUNDS)		<u>122,116.75</u>
TOTAL INVESTMENTS		<u>\$ 794,038.88</u>