

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JANUARY 7, 2019
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 Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 16

Minutes: December 3rd Town meeting minutes and December 19th 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 2018 was read (attached).
- B. Finance Report** – The finance report for December 2018 were read (attached).
- C. Town Manager's Report** – The leaf vac has ended for the season. Ended January 2nd. Leaves must be in bags to be picked up on Wednesdays.
- D. Code Enforcement Report** – The Town issued 3 notices of violation during the month of December 2018. 2 noise violations, 1 grass & weeds fine and 1 property maintenance fine. 1 rental inspection was completed in December.
- E. Planning Commission Report** – The December Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – Councilman Smith reported that the Parks & Rec Commission is working on a schedule for 2019 and it will be posted early February.
- G. Environmental Sustainability Report** – Councilman Smith reported that the ESC has two cleanups planned along Mattingly Park and a couple of other cleanups that they will need volunteers for. Two parks have been adopted, one of which was adopted by Alpha Kapa Alpha. Little Libraries have been placed around Town. Residents may put family friendly books in the libraries. Two more libraries will be put up in the spring

and the ESC plans to have reading sessions in the spring and summer. There will be a sign-up list for volunteers.

F. Bureau of Fire Prevention – Chief Jeff Williams reported that for the month of December the IHVFD had 23 fire responses, 9 in Town and 14 mutual aid. There were 43 EMS responses and 125 hours of training done for the month. For the year the IHVFD had 302 fire responses, 140 in Town and 162 mutual aid. There were 476 EMS responses and 1500 hours training. Highlights for the year included a new ladder truck and a new ambulance. At last count the IHVFD had installed 38 smoke detectors for 2018 within Town. Chief Williams stated that recently they ran into an issue of rental property owners wanting the fire department to install anywhere from 9 to 10 smoke detectors in their rental properties, but that is the responsibility of the rental property owner. Chief Williams discussed the problem with carbon monoxide, and encouraged everyone with fuel oil, propane, natural gas or wood burning stoves to make the investment to get a carbon monoxide detector. Chief Williams reminded everyone that carbon monoxide concentrates at the floor level because it is heavier than oxygen. They make carbon monoxide detectors that have digital displays that plug into an outlet and Chief Williams feels it is the best one to get because it gives you an actual display and will let you know if there is a low battery. Chief Williams reminded everyone that if you have a carbon monoxide emergency leave the home as is and the fire department will come out with their meters to do detection. By opening the door, it can give false readings and it is a silent killer. The IHVFD is always looking for members and Chief Williams said Thursday night is the best time to stop by for an application. Councilman Smith asked if Chief Williams would recommend a carbon monoxide detector on each level. Chief Williams explained that since carbon monoxide is heavier than oxygen it will concentrate at the floor level, so it will be most important to have it on the lowest level of the home. For carbon monoxide to reach a detector on a higher level would mean the lowest level is full of carbon monoxide at that point.

G. Community Affairs – No report.

H. Charles County Recreation – No report.

I. Policing Report – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 01-01-19 was introduced for adoption. It is a Resolution to approve a 2018 Hazard Mitigation Plan for the Town of Indian Head. Councilman Smith made a motion to adopt Resolution 01-01-19. Vice Mayor Sitoula seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays. The Hazard Mitigation Plan will be attached to the Resolution when it is posted online.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: Jean Bowie – Mrs. Bowie asked for an update on the NAMMO project and asked how the new coffee shop was doing. Mayor Paulin stated the first preliminary plan was approved and that was the last update received. Town Manager Hicks added that NAMMO has some storm water issues that need to be addressed and they are currently in a holding pattern. The Council stated that the coffee shop is doing well, it is a welcome addition to the Town and they encouraged everyone to go if they haven't already.

Brian Krum – Mr. Krum is from the River Watch Community and he stated that he was here to put things on the record in reference to the drainage issues in the River Watch community. Mr. Krum stated that they had come up with a plan through the HOA to address the problems and had connected some drains and did a ditch. That portion of the project is complete. The second part is to backfill the trench as well as a couple of sinkholes that need to be filled. Mr. Krum stated there has been a change in the plan for the HOA because they want to go back and review some other issues and tie them into the original plan that had been previously decided on. Mr. Krum wanted the original plan to be completed before moving forward with anything else and he feels the trench is a safety issue and stated it needs to be filled. Mr. Krum wanted to put on record that the decision has been changed and wanted to figure out how to get the issues addressed. Vice Mayor Sitoula who serves on the HOA as president stated that it is an HOA issue and the HOA meeting is coming up in February. Vice Mayor Sitoula stated that the HOA is happy with the progress being made and a disbursement of funds will have to be made for completion. Councilman Smith asked how large the trench is and asked if that is something the Town can handle. Town Manager Hicks explained it is an HOA issue but if the Council is telling him to have the Town address it, he will, roping the area off could also be an option until the HOA completes the work. Vice Mayor Sitoula feels the HOA should still be responsible for the issue not the Town. Councilman Smith agreed if it is not a safety issue. Vice Mayor Sitoula stated that he does not feel that it is a safety issue because it is not in an area where children play, and the HOA will take care of it they just have to follow the necessary protocol.

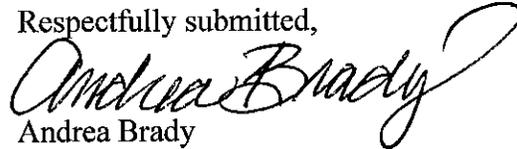
Warren Bowie – Mr. Bowie discussed the litter issue in Dollar General parking lot and the vacant lot next door. Mr. Bowie stated that the vacant lot is continuously littered with a lot of trash from the Dollar General. Mr. Bowie has spoken with the manager and they stated it is not their problem it is the lot owner's problem. The rear of the store is also covered in litter, and Mr. Bowie stressed the need for the Town to speak with the owners and come up with a way to address the issue and suggest they could come up with a cleaning schedule. Councilman Smith stated he spoke with the manager and they have a single trashcan in the parking lot, but they are reluctant to add an additional trashcans. Councilman Smith suggested that the Town loan the Dollar General some trashcans to help address the issue. Town Manager Hicks stated the Town could lend them cans but he does not feel that is the root of the issue, and they also sell cans within the store that they

could place in the parking lot. Town Manager Hicks plans to speak with both property owners to make sure they have more upkeep, and he will also have code enforcement go down to take photos and send out violation letters.

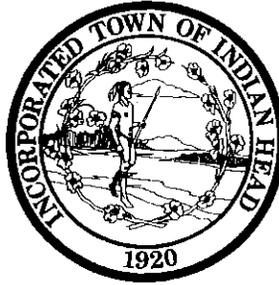
Councilman Smith – Councilman Smith welcomed the new residents from 68 Mattingly Avenue to the Town.

With no further questions or comments, the meeting adjourned at 7:55pm.

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 2018

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/4/18	Kiley Evans 810 Indian Head Avenue			Ground Level Deck

USE & OCCUPANCY PERMITS;

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

TEMPORARY USE & OCCUPANCY PERMITS;

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 12/1/18 to 12/31/18

CASH BALANCE DECEMBER 1, 2018 \$704,436.52

REVENUES	
General	53,826.92
Trash	12,928.58
Water & Sewer	16,981.43
Parks/Pavillion	1,155.50
Land	-
SUB-TOTAL	84,892.43
LGIP Transfer(s)	
Money Market Interest	74.10

TOTAL REVENUES 74.10 84,966.53

EXPENDITURES	
General	(80,560.73)
Trash	(20,460.36)
Sewer/Water	(53,442.23)
Parks/Pavillion	(11,645.17)
SUB-TOTAL	(166,108.49)

OldLine & Blue/Paymentus Merchant Fee(s)	(1,155.81)
LGIP Transfer(s)	
Check Order	
Payroll	(57,237.93)
Wire Trans FICA, W/H Tax, Sales Tax	(33,748.20)
SUB-TOTAL	(92,141.94)

TOTAL EXPENDITURES (258,250.43)

CASH BALANCE AS OF DECEMBER 31, 2018 \$531,152.62

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	206,787.93
BOARDWALK	263,975.04
SEWER/WATER FUND	42,561.55
REFUSE FUND	123,458.08
HIGHWAY USER	10,115.28
100 YEAR CELEBRATION	18,207.60
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 665,105.48
SEWER BOND (AMERICAN FUNDS)	110,095.88
TOTAL INVESTMENTS	\$ 775,201.36