

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, FEBRUARY 1, 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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING SITE: 4

Minutes: January 4th Town meeting minutes and January 27th 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 January was read. (See attached)
- B. **Finance Report** – The finance report for January was read. (See attached)
- C. **Town Manager's Report** – Boardwalk construction is underway. 13% of the work is complete. To date SE Davis has driven approximately 60 piles. They will be bringing in a second barge to begin driving piles at the end of the project site. The intention is the barges will meet in the middle to reduce the amount of time required to install the piles. Nothing new to report on the restrooms on the Village Green. The Town is working on the Sustainable Communities application. The revised Comprehensive Plan has been approved by the Planning Commission. The Plan is currently being reviewed by Council prior to a public hearing being held. Adoption of the revised Zoning Ordinance has been placed on hold, and it will be discussed further at the February work session. Town Manager Hicks hopes to have the 2018 building codes included on the February work session agenda. The budget process is well underway. Additional recycle totes are on order, 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, online, or a check or money order place in the Town's dropbox on the front of the Town Hall. You may still contact Town staff via email and phone. There was a large water main break today that drained the towers. Public Works is having issues locating the problem. They have it narrowed down to the street, but the water is not making its way to the surface so they are still working to locate the issue so they can begin repairs.

- D. Code Enforcement Report** – The Town issued 17 notices of violation for the month of January. 4 rubbish and garbage violations, 10 property maintenance violations, 2 rental license violations and 1 zoning/permit fine. The Town completed 29 rental inspections and cleared 16 violations for the month of January.
- E. Planning Commission Report** – The Planning Commission approved the revised Comprehensive Plan. The revised plan will be reviewed by the Town Council prior to a public hearing held to receive public comment.
- F. Bureau of Fire Prevention** – Chief Williams reported that for 2020 the IHVFD had 249 fire calls, 67 first due and 182 mutual aid responses, 344 calls emergency medical services calls and the completed approximately 1300 training hours. For January 2021, the IHVFD had 27 fire responses, 14 first due and 13 mutual aid, 32 emergency medical responses and completed 100 training hours. The IHVFD is replacing their breathing apparatus and the new apparatus should be in, in March. Chief Williams encouraged everyone to try to plan ahead during the winter weather months to prevent the need to travel during inclement weather.
- G. Community Affairs** – No report
- H. Charles County Recreation** – No report
- I. Policing Report** – Corporal Curtis discussed the January statistics. There was a total of 605 calls for service within the Town. The calls ranged from routine patrol checks, traffic stops, domestics, assaults, animal control, warrants, protective & peace orders, threats and harassment and tenant landlord issues. During the cold weather a lot of people want to warm up their cars while they are inside the home. This is illegal, and it also often results in vehicle theft. Corporal Curtis also reminded everyone to lock their privacy fences, to prevent people from gaining easy access to the yard and inside the home. Make sure all doors are locked and do not keep valuables in your vehicle. Corporal Curtis informed everyone that crimereports.com is no longer a website to use for crime statistic information, the new website is cityproject.com. Councilman Albright asked Corporal Curtis about a growing concern with double parking in the Riverwatch neighborhood. Corporal Curtis explained that if someone is being blocked in, they can contact the sheriff department's non-emergency number to have it towed. When calling in residents can also provide tag numbers to allow the Sheriff's Department to find contact information to speak with the person directly. The residents can also call a tow company themselves to have the person towed if the community has a company they work with.

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 February.

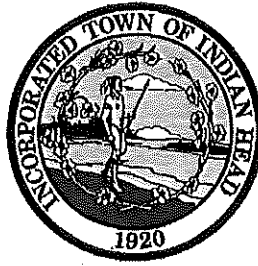
Citizen's Comments: Vice Mayor Sitoula requested a proclamation for Black History Month be added to the February work session agenda. Mayor Paulin suggested also recognizing congenital heart defect awareness by proclamation at the February work session.

With no further questions or comments, the meeting adjourned at 7:24pm.

Respectfully submitted,

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

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: January 2021

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
01/25/21	MEM Contracting & Preservation LLC 4810 Strauss Avenue			Interior – reinsulate and close in existing framing
1/27/21	NVR Ryan Homes 110 Seldovia Drive			Adding Model Use & Sales office to a new Townhome to be constructed
1/27/21	Huong Ngo 4171 Indian Head Hwy		T/A: Eazy Nails Salon & Spa LLC	Change of Occupant w/nonstructural remodeling of existing space
1/27/21	Shayne & Karen Rich 4360 Indian Head Highway		T/A: Calo Jero's	Change of Occupant with no construction

USE & OCCUPANCY PERMITS;

No U & O Certificates permits were issued during the month of January.

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary U & O Certificates were issued during the month of January.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of January.

GRADING PERMITS;

1/7/21	Comcast Riverside Run Sub			Underground construction 218' across and along Thompson Ln & Beth Ct
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SIGN PERMITS;

No Sign permits were issued during the month of January.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 1/1/21 to 1/31/21

CASH BALANCE JANUARY 1, 2021 \$256,510.54

REVENUES		
General	256,740.80	
Trash	47,483.31	
Water & Sewer	79,698.83	
Parks/Pavillion	32,300.00	
Land		
Prior Year		
SUB-TOTAL		416,222.94

LGIP Transfer(s)		
Bond Draw(s)	-	
Money Market Interest	2.07	
SUB-TOTAL		2.07

TOTAL REVENUES 416,225.01

EXPENDITURES		
General	(107,984.30)	
Trash	(19,714.55)	
Sewer/Water	(304,452.91)	
Parks/Pavillion	(38,433.01)	
SUB-TOTAL		(470,584.77)

OldLine & Blue/Paymentus Merchant Fee(s)	(392.65)	
LGIP Transfer(s)		
Check Order		
Payroll	(60,893.34)	
Wire Trans FICA, W/H Tax, Sales Tax	(24,675.70)	
SUB-TOTAL		(85,961.69)

TOTAL EXPENDITURES (556,546.46)

CASH BALANCE AS OF JANUARY 31, 2021 \$116,189.09

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	111,270.04
BOARDWALK	351,485.53
SEWER/WATER FUND	43,818.59
REFUSE FUND	127,104.86
HIGHWAY USER	10,413.84
100 YEAR CELEBRATION	27,888.51
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 671,981.37

SEWER BOND (AMERICAN FUNDS)	126,254.04
TOTAL INVESTMENTS	<u>\$ 798,235.41</u>