

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, FEBRUARY 4, 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
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 14

Minutes: January 7th Town meeting minutes and January 23rd 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 January 2019 was read (attached).
- B. Finance Report** – The finance report for January 2019 was read (attached).
- C. Town Manager's Report** – ARRO Consulting will be giving a detailed presentation on the Boardwalk project at the March Town meeting. Online bill pay is operational and available via a link on the Town's website. Please input your information exactly as it appears on your water bill. The Town purchased the old PNC Bank through a Bond Bill to convert it into a Family Enrichment Center. The Town has also applied for an additional Bond Bill to help with renovations. The blower replacement project at the Waste Water Treatment Plan is funded via MDE. The new blower should be installed this month. The Town is going over specs and applying for permits to begin construction of the restrooms on the Village Green, construction to begin Spring 2019. The Town is working on a Stormwater Ordinance and it is currently in the draft phase. The Town is looking to update the current building codes.
- D. Code Enforcement Report** – The Town issued 3 notices of violation during the month of January 2019. 1 inoperative/untagged vehicle fine, 1 noise fine, 1 rental license fine. 2 rental inspections were completed in January.
- E. Planning Commission Report** – The Planning Commission approved the FY17 Annual Report and discussed the draft Critical Area Ordinance and the revised Critical Area definitions.

Councilman Smith asked Town Manager Hicks to go over the Noise Ordinance. 11pm to 7am, 9pm to 8am on weekends, there are different timeframes for the ordinance and different things that constitute a nuisance. Encouraged to look into it further for more info.

F. Parks and Recreation Report – Councilman Smith reported that the Farmers Market will begin April 4th and will run through October 3rd. This season the Market will be held on Thursdays only from 10am to 6pm. During Black History Month Parks & Rec in conjunction with the Kiwanis Club of Charles County will hold an event on February 16th at 10am at the Village Green Pavilion to recognize John Junior Harris. Councilman Smith stated that Mr. Harris was instrumental in the Town and the County. Mr. Harris used to run the old Ely’s store, was the first African American president of the Chamber of Commerce and put together a traveling basketball team to represent the County. The weekend of April 27th, Parks and Rec and the Kiwanis Club will be hosting a basketball event in Mr. Harris’s honor. Councilman Smith spoke about a training program available through CSM. Councilman Smith plans to provide more information via the Town’s website and the Town’s Facebook page. The program has around 40 slots available.

G. Environmental Sustainability Report – Councilman Smith reported that as we approach warmer weather there will be several community cleanups. Councilman Smith is hoping to get more participation this year and stated that more trashcans will also be placed strategically throughout Town to help with the littering issue.

F. Bureau of Fire Prevention – None report.

G. Community Affairs – Karen Williams reported that the Community Activities Committee will hold their first meeting of the new year on Tuesday, February 12th. Ms. Williams said they will meet at 6:30pm to have dinner before the meeting which will start at 7pm. Senior Services of Charles County in conjunction with the Senior Center will hold a cash bingo event, and details on the event are available online. The Community Activities Committee’s first big event of the new year will be held on Sunday, April 7th and it is the Annual Children’s Spring Party and Easter Egg Hunt from 2pm to 4pm. The event is for ages birth to 12 years accompanied by an adult. Lunch, carnival and guessing games and 4h bunnies display is included. Photos with the Easter Bunny are a \$1. Community Activities Committee is always looking for volunteers to donate candy or to volunteer for the event. Ms. Williams shared that AVSI donates generously each year for the event. The 2019 calendar of events will be distributed following the February meeting.

H. Charles County Recreation – No report.

I. Policing Report – Officer Duley discussed IRS impersonation scams/phone calls and offered flyers with more detailed information. Officer Duley explained that they are calling and asking for gift cards, saying the IRS wants you to pay your back taxes. Officer Duley shared stats on the losses in several states from this scam. Officer Duley

instructed everyone that if they receive a call to hang up right away, go to the website provided on the flyer and fill out the IRS telephone scam form to let them know the phone number and what happened during the call.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

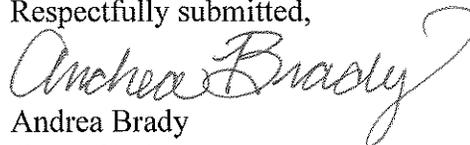
Miscellaneous: Mayor Paulin read the upcoming events and meetings for February.

Citizen's Comments: Councilman Smith, Mattingly Avenue – Councilman Smith shared that he does Cyber Security for a living and thanked Officer Duley for sharing the information on scams. Councilman Smith said the best thing to do with a call or an email is to give yourself a 72-hour cooling off period before you act on an email or a phone call. Don't fall for these scams.

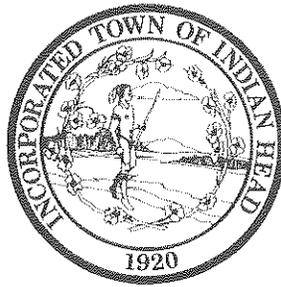
Vice Mayor Sitoula played a saved voicemail of the IRS scam phone calls. Vice Mayor Sitoula shared that he works at the IRS and he receives the same calls. Vice Mayor Sitoula has received 3 to 4 of the calls and he reports the calls through the online forms each time. Vice Mayor Sitoula shared a story about a friend who was affected by a phone scam and reminded everyone that the IRS will never call you, they will always contact you through written form.

With no further questions or comments, the meeting adjourned at 7:51 pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: January 2019

BUILDING PERMITS;

| <i>DATE</i> | <i>NAME</i> | <i>RESIDENTIAL</i> | <i>COMMERCIAL</i> | <i>OTHER</i> |
|-------------|---|--------------------|-------------------|---|
| 1/2/19 | K& N Properties 7 Gering Court | | | Renovations to existing SFD |
| 1/16/19 | Trinity Solar for: Tanisha Burleigh 88 Riverside Run Drive | | | Roof Mounted Solar panels |
| 1/23/19 | T-Mobile – Smartlink 15 Moose Lodge Way | | | Generator on concrete pad at existing Tower site |

USE & OCCUPANCY PERMITS;

| | | | | |
|---------|---|--|--|--------------|
| 1/4/19 | Kiley Evans 810 Indian Head Avenue | | | Deck |
| 1/30/19 | Robert Steele 400 Indian Head Avenue | | | Solar Panels |
| 1/30/19 | Joao Paiva 8 Pine Street | | | Solar Panels |

TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of January.

GRADING PERMITS;

| | | | | |
|---------|---|--|--|------------------------------------|
| 1/31/19 | Washington Gas River Watch Blvd – Perry Station at River Watch | | | Install 2,690' of 2" Gas Main line |
|---------|---|--|--|------------------------------------|

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 1/1/19 to 1/31/19

CASH BALANCE JANUARY 1, 2019 \$531,152.62

REVENUES

| | | |
|-----------------------|------------|------------|
| General | 243,283.55 | |
| Trash | 41,212.97 | |
| Water & Sewer | 61,384.06 | |
| Parks/Pavilion | 2,850.00 | |
| Land | - | |
| SUB-TOTAL | | 348,730.58 |
| LGIP Transfer(s) | | |
| Money Market Interest | 23.99 | |

TOTAL REVENUES 23.99 348,754.57

EXPENDITURES

| | | |
|----------------|--------------|--------------|
| General | (74,258.85) | |
| Trash | (16,211.42) | |
| Sewer/Water | (265,093.49) | |
| Parks/Pavilion | (7,852.69) | |
| SUB-TOTAL | | (363,416.45) |

| | | |
|--|--------------|--------------|
| Old Line & Blue/Payments Merchant Fee(s) | (296.10) | |
| LGIP Transfer(s) | (275,000.00) | |
| Check Order | - | |
| Payroll | (42,313.48) | |
| Wire Trans FICA, W/H Tax, Sales Tax | (21,971.02) | |
| SUB-TOTAL | | (339,580.60) |

TOTAL EXPENDITURES (702,997.05)

CASH BALANCE AS OF JANUARY 31, 2019 \$176,910.14

OLD LINE INVESTMENT ACCOUNTS

| | |
|------------------------------------|----------------------|
| PARK FUND | 207,187.59 |
| BOARDWALK | 539,485.21 |
| SEWER/WATER FUND | 42,643.80 |
| REFUSE FUND | 123,696.68 |
| HIGHWAY USER | 10,134.82 |
| 100 YEAR CELEBRATION | 18,242.78 |
| TOTAL OLD LINE INVESTMENT ACCOUNTS | <u>\$ 941,390.88</u> |

| | |
|-----------------------------|------------|
| SEWER BOND (AMERICAN FUNDS) | 110,095.88 |
|-----------------------------|------------|

TOTAL INVESTMENTS \$ 1,051,486.76