

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, FEBRUARY 6, 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: 33**

**Minutes:** January 3<sup>rd</sup> Town meeting minutes and January 25<sup>th</sup> 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 2017 was read (attached).
- B. **Finance Report** – The finance report for January 2017 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 ULI final report is posted on the Town's website. The MAC has been awarded a grant to remove the remaining debris by the base gates and the work will resume this month weather permitting. Online bill pay will be up and running the next billing cycle. The Town's annual audit is complete. Public Works repaired a water main break along Jenkins Drive last month. Repairs to the road will take place this month weather permitting. Reminder that recycling is now being picked up on Thursdays of each week. The Town is applying for a Maryland Energy Administration grant as it relates to solar panels, vehicle fleet maintenance and street lighting. The budget process is well underway. The budget public hearing will take place in April. Sewer line repair on Raymond Avenue will take place this week.
- D. **Code Enforcement Report** – The Town issued 8 violations during the month of January 2017. There was 1 property maintenance violation, 3 trash and debris violations, 2 vehicle violations and 1 work without a permit violation and 1 chickens/roosters violation. The Town performed 1 rental inspection for the month of January 2017.

- E. Planning Commission Report** – The Planning Commission discussed the Comprehensive Plan and set a date to hold the public hearing for the CIRI group’s Zoning Map Amendment. The hearing will be held on February 15<sup>th</sup> at 7pm in the Village Green Pavilion.
- F. Parks and Recreation Report** – No report.
- G. Environmental Sustainability Report** – No report.
- F. Bureau of Fire Prevention** – Chief Williams reported that for the month of January, the IHVFD responded to 25 fire responses, 9 first due, 16 mutual aid and 38 medical responses. The IHVFD also completed 175 hours of training. For the year the IHVFD responded to 297 fire responses, 136 first due, 161 mutual aid, 437 medical responses and completed 2500 hours of training. The prevention division completed 600 hours of prevention activities including installation of smoke detectors. The IHVFD has completed everything on their end for the ladder truck and they expect delivery in mid to late October. The next project will be replacement of the ambulance. Chief Williams hopes to have this tied up by the end of December. Councilman Smith inquired about hydrant pressure testing. Chief Williams explained that would be the responsibility of the Town. Councilman Smith plans to address this during the budget cycle.
- G. Community Affairs** – Karen Williams provided flyers for the Reach For It Agency since the owner was unable to attend to promote her business. The Community Activities Committee will hold their meeting on February 14<sup>th</sup>. The Committee is currently working on the 2017 events calendar. The Spring Party and Easter Egg Hunt will be held on Sunday, April 2<sup>nd</sup> \$2 all ages and \$1 for a photo with the Easter Bunny. Free Hazardous Waste disposal will start April 1<sup>st</sup> and it will take place the first Saturday of every month through December. The Volunteer Appreciation Dinner will be held on April 27<sup>th</sup>. The Taste of Indian Head and the Memorial Day Ceremony will both take place in May. All events are run by volunteers and the Town is always looking for help.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot asked everyone to please be mindful of school traffic and be patient. Officer Elliot also reminded everyone that when you see something say something and remember to always lock your doors. A resident recently forgot to lock her car doors and her work computer was stolen from her vehicle. Officer Elliot discussed a recent incident with an attack dog and asked that all dog owners be responsible pet owners, treat your dogs right and if you see someone being a bad owner please report it to the Sheriff’s department.

**Briefings:** The General Smallwood, Destination Imagination team, the Little Rascals are made of up 7<sup>th</sup> and 8<sup>th</sup> graders. The members include Hunter, Kritka, Georgia, Anastasia, Saniya, Reilly and Anujin. The Little Rascals are taking part in the project outreach challenge in which the team finds a need within the community and creates a project based on that need. The team’s project is called “Create Our Community” and their goal is to make Town buildings more appealing to possible businesses. Similar to what was done in Bushmill Ireland the Little Rascals hope to work with local

artists who will paint “store fronts” on the vacant buildings in town. The team plans to ask the artists to paint a realistic store front scene with some humor by hiding a feather in each painting. The team also plans to add QR codes that people can scan to get a fact about Indian Head. The team plans to host a “Create Our Community” Day at the old PNC bank on February 25<sup>th</sup> at 1pm. The event will help the team raise money for their project. Local artisans and groups/organizations will be invited to participate and show what Indian Head has to offer while the artists begin on the store fronts. The Little Rascals thanked the Town Council and staff for answering their questions and thanked the Mayor and Vice Mayor for their involvement with Destination Imagination. The Little Rascals presented Mayor Paulin with a special suit that he will wear at the “Create Our Community” Day where he will have paint thrown at him for donations.

**Presentations/Recognitions:** None

**Resolutions:** Resolution 02-01-17 was introduced for adoption. It is a resolution appointing Thomas Gordon Sr. to fill the unexpired term of Joshua McDonald on the Indian Head Planning Commission to expire in October 2020. Councilman Smith made a motion to adopt resolution 02-01-17; Vice Mayor Sitoula seconds the motion. Resolution 02-01-17 was adopted by voice vote: 3-Ayes, 0-Nays.

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

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

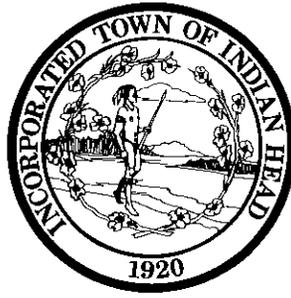
**Citizen's Comments:** Barry Picket - Mr. Picket asked for an update on when the Town will be getting fiber optics. Mayor Paulin said the backbone for fiber optics is complete. Town Manager Hicks did not have a further update at this time but he did say the Town is working with the County on Verizon Fios. Mr. Picket also gave the Council a list of restaurants he feels the Council should try to bring into Town.

With no further questions or comments, the meeting adjourned at 8:03pm.

Respectfully submitted,



Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: January 2017

### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
1/6/17	Jamekia Dunnington 4179 Indian Head Highway		Change of Occupant	

1/18/17	Paul Davis Restorations for: Norman Palmer 87 Mattingly Avenue			Interior Renovations
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### ***USE & OCCUPANCY PERMIT;***

1/12/17	Jamekia Dunnington 4179 Indian Head Highway			Change of Occupant T/A: Reach for it Agency
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### ***TEMPORARY USE & OCCUPANCY PERMIT;***

1/19/17	Larry & Michelle Hastings 25 Mattawoman Court			Deck
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### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of January.

### ***GRADING PERMITS;***

No Grading permits were issued during the month of January.

### ***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 1/1/17 to 1/31/17

CASH BALANCE JANUARY 1, 2017 \$467,265.82

REVENUES	
General	192,484.32
Trash	43,530.88
Water & Sewer	66,546.68
Parks/Pavillion	3,250.00
Land	-
SUB-TOTAL	305,811.88
LGIP Transfer(s)	-
Money Market Interest	37.81

TOTAL REVENUES 37.81 305,849.69

EXPENDITURES	
General	(54,059.14)
Trash	(19,911.99)
Sewer/Water	(78,032.27)
Parks/Pavillion	(3,571.35)
SUB-TOTAL	(155,574.75)

PNC & Amer Exp Merchant Fee(s)	(902.34)
Credit Card Machine	(42.35)
LGIP Transfer(s)	-
Check Order	(570.73)
Payroll	(39,492.88)
Wire Trans FICA, W/H Tax, Sales Tax	(25,064.07)
SUB-TOTAL	(66,072.37)

TOTAL EXPENDITURES (221,647.12)

CASH BALANCE AS OF JANUARY 31, 2017 \$551,468.39

LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	201,555.52
BOARDWALK	525,402.91
SEWER FUND	27,840.76
WATER FUND	43,222.24
REFUSE FUND	120,334.28
TOTAL LGIP ACCOUNTS	\$ 918,359.49
SEWER BOND (AMERICAN FUNDS)	105,742.47
PNC	12,613.97
TOTAL INVESTMENTS	\$ 1,036,715.93