

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MARCH 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
Karen Williams, Community Affairs Director

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING SITE: 1

Minutes: February 1st Town meeting minutes and February 24th 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 February was read. (See attached)
- B. **Finance Report** – The finance report for February was read. (See attached)
- C. **Town Manager's Report** – Boardwalk construction is 25% complete. To date SE Davis has driven approximately 150 pilings. SE Davis brought in a second barge and machine to expedite the driving process. Nature bridges has completed 80 linear feet of upland boardwalk decking. The Town has received and responded to SHA comments on the restrooms on the Village Green project. The Town is waiting on further response from SHA. The Town is working on the Sustainable Communities application to renew the Town's designation which expires in May 2021. The Town is also seeking members for the Sustainable Community Committee. The Planning Commission approved the revised Comprehensive Plan. The Plan is currently being reviewed by Council prior to a public hearing being held. The Council is in the process of scheduling the public hearing to review public comment. Zoning Ordinance adoption has been placed on hold. The Council plans to hold the public hearing for the revised Comprehensive Plan prior to moving forward with Zoning Ordinance adoption to make sure both documents are consistent. The Town is working out the final details with the Town's attorney and Planck on the 2018 building codes. The ordinances will be on the April Town meeting for introduction. The budget process is well underway. The public hearing is scheduled to be held on April 8, 2021, subject to change. Additional recycling totes were delivered last month. Please contact the Town Hall if you need a recycling tote. The Town Hall is currently closed to the public. Payments can be made via phone, online, or a check or money order placed in

the Town's drop box located on the front of the Town Hall. You may still contact Town staff via email and phone, 301-743-5511. Last month there was a water main break in front of OBO pizza that was repaired by Public Works. Vice Mayor Sitoula asked what the normal amount of lag is between the recent code and what has been adopted. Town Manager Hicks stated that the next adoption would be at the end of 2021, but the Town needs to get up to 2018 at this time.

- D. Code Enforcement Report** – The Town issued 12 notices of violation for the month of February. 1 rubbish & garbage violation, 1 property maintenance violation, 1 property maintenance fine, 1 property maintenance citation, 5 rental license violations, and 3 inoperative/untagged vehicle violations. The Town completed 25 rental inspections and cleared 4 violations for the month of February.

- E. Planning Commission Report** – The February Planning Commission meeting was canceled.

- F. Bureau of Fire Prevention** – Chief Williams was unable to attend the meeting but submitted a report to be read on his behalf. For the month of February, the IHVFD responded to a total of 21 fire calls, of which 9 were in Town and 16 were mutual aid responses. The rescue squad responded to a total of 31 calls for emergency service. Department personnel completed a total of 100 man-hours of training throughout the month via the Maryland Fire & Rescue Institute, other formal training, and departmental drills. Chief Williams reminded everyone to see the Spring Fire Safety message in the Town's newsletter.

- G. Community Affairs** – Karen Williams shared information on the upcoming spring event, Easter Fun of Wheels Family Day & Mobile Scavenger Hunt. Ms. Williams is partnering with IH Bridge church and other local organizations for the event. It will be held on Sunday, March 21, from 2pm to 4pm. It will be a drive thru the Village Green to collect goodies and treasures and a mobile scavenger hunt adventure around town to win a prize. Ms. Williams is working on the 101st Celebration set for Saturday, September 25th of this year, complete with a parade and other festivities and working with the Tri County Council on hosting a bike to workday at the Village Green. Bike to Work is still in the planning stage on if it will be virtual or an outdoor event. Ms. Williams is working with local and state level veterans' affairs groups and American legions and the Women's veteran group to put on a memorial service sometime in May which will be either outdoor or virtual.

- H. Charles County Recreation** – No report

- I. Policing Report** – Corporal Curtis explained that he has been temporarily assigned to Waldorf at this time and therefore does not have much to report. Corporal Curtis encouraged everyone to mind their surroundings, especially at night. Try to make sure you are in places that are well lit and make sure to have your phone in your hand. Make sure you keep your cars and home locked. Within the County a lot of cars have been stolen in the morning when people have them started to warm before leaving for the day. Corporal Curtis reminded everyone not to leave your car unattended to warm up.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Vice Mayor Sitoula read the upcoming events and meetings for March.

Citizen's Comments: Rick Posey, East Poplar – Mr. Posey asked for an update on the stormwater drainage problem they have. Town Manager Hicks stated that money is being put into the FY22 budget to begin working on the issue. The town does not have the \$375,000 to do the whole project, it will have to be completed in a staged approach. Town Manager Hicks offered to give Mr. Posey a monthly update on where things stand via email. Mr. Posey thanked Town Clerk Brady for the email updates and stated that they are very helpful.

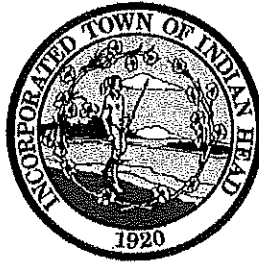
Mayor Paulin reminded everyone that OBO is open until 9pm for Employee Appreciation Day. All proceeds today go back to the employees, and he encouraged everyone to go by and make a purchase if they are able.

With no further questions or comments, the meeting adjourned at 7:17pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
02/01/21	Brian Dotson 1011 Kenneth Street			SFD - Reconstruction of home destroyed by fire
02/01/21	Basements.com for: Jeanette McCants 4664 Strauss Avenue			Subfloor drainage & sump pump installation

USE & OCCUPANCY PERMITS;

2/10/21	Huong Ngo 4171 Indian Head Hwy		T/A: Eazy Nails Salon & Spa LLC	
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of February .

GRADING PERMITS;

No Grading permits were issued during the month of February .

SIGN PERMITS;

No Sign permits were issued during the month of February .

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 2/1/21 to 2/28/21

CASH BALANCE FEBRUARY 1, 2021 \$116,189.09

REVENUES	
General	146,014.35
Trash	92,546.21
Water & Sewer	157,568.37
Parks/Pavillion	148,488.56
Land	
Prior Year	
SUB-TOTAL	544,617.49

LGIP Transfer(s)	186,787.16	
Bond Draw(s)	-	
Money Market Interest	16.09	
SUB-TOTAL	<u>186,803.25</u>	186,803.25

TOTAL REVENUES 731,420.74

EXPENDITURES	
General	(81,770.75)
Trash	(31,517.76)
Sewer/Water	(68,302.95)
Parks/Pavillion	<u>(110,969.78)</u>
SUB-TOTAL	(292,561.24)

OldLine & Blue/Paymentus Merchant Fee(s)	(577.20)	
LGIP Transfer(s)		
Check Order		
Payroll	(49,705.16)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(25,523.79)</u>	
SUB-TOTAL		(75,806.15)

TOTAL EXPENDITURES (368,367.39)

CASH BALANCE AS OF FEBRUARY 28, 2021 \$479,242.44

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	10,513.21
BOARDWALK	265,477.82
SEWER/WATER FUND	43,821.49
REFUSE FUND	127,113.28
HIGHWAY USER	10,414.52
100 YEAR CELEBRATION	<u>27,890.35</u>
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 485,230.67
SEWER BOND (AMERICAN FUNDS)	<u>126,254.04</u>
TOTAL INVESTMENTS	<u>\$ 611,484.71</u>