

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MARCH 2, 2020
VILLAGE GREEN PAVILION**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor

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: 11

Minutes: February 3rd Town meeting minutes and February 26th work session minutes Vice Mayor Sitoula made a motion to approve the minutes as presented; Mayor Paulin seconds the motion. The minutes were approved as presented by voice vote: 2-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 reports for December, January and February were read. (See attached)
- C. **Town Manager's Report** – Boardwalk update, the Town has contacted the contractor and requested an anticipated construction schedule. A public awareness statement for the Village Green restrooms project has been added to the Town's website and the project notification has been posted at the Trailhead Plaza and the Village Green Pavilion. The Town is waiting for the MOU to be issued by the State Highway Administration. A Zoning Ordinance update will be given under new business tonight. The budget process is well underway with a public hearing to be held on April 9th at 7pm at the Village Green Pavilion. The leaf vac is over for the season. Any additional leaves will need to be placed curbside on Wednesdays in a container marked yard waste or within yard waste bags. No plastic bags will be accepted. Paving repairs to Pine Street, Indian Head Avenue, Dr. Mitchell and Bland Drive will take place Wednesday and Thursday of this week, there was a delay due to the plant being closed. Restrooms at Mattingly Park and the fountain on the Village Green will be operational on or before April 1st.
- D. **Code Enforcement Report** – The Town issued 30 notices of violation for the month of February. 5 rubbish and garbage violations, 1 rubbish and garbage fine, 1 rubbish and garbage citation, 2 zoning/permit violations, 3 rental license violations, 1 rental

license fine, 9 property maintenance violations and 8 property maintenance fines. The Town also completed 15 rental inspections and cleared 14 violations for the month of February.

E. Planning Commission Report – The Planning Commission approved the sign for the Velocity Center and made a motion to recommend to the Town Council that they approve/adopt the revised Zoning Ordinance.

F. Bureau of Fire Prevention – Chief Williams reported that for the month of January the IHVFD had 18 fire calls, 13 mutual aid and 5 within Town, 32 emergency medical call and 75 hours of training. For February there were 25 fire calls, 15 mutual aid and 10 within Town, 24 emergency medical calls and 100 hours of training. The IHVFD also installed 2 smoke alarms for the month of February. Chief Williams reported that smoke alarm installation has slowed down a bit, but please reach out to the firehouse or Community Affairs if you are in need. Chief Williams also explained that they are unable to install smoke alarms in River Watch and the condominiums because they are all tied in together on a hardwired system. Vice Mayor Sitoula inquired about how many of the emergency medical calls were related to the opioid crisis. Chief Williams explained that here in Indian Head they have not had that at an astronomical rate, having had 1 or 2 opioid calls, but as a County it is continuing to escalate and rise.

G. Community Affairs – Karen Williams reported on upcoming events including the next Community Activities Committee meeting on Tuesday March 10th at 6:30pm. The first organization meeting for the Centennial Celebration will be held on March 10th at 11am at the Pavilion and anyone interested in helping is welcome to come to the meeting. The Community Activities Committee is working on the Spring Party and Easter Egg Hunt which will be held on March 29th. The FY21 budget public hearing will be held on April 9th at 7pm. The Taste of Indian Head and Craft and Vendor Fair will be held on Saturday May 2nd from 9am to 3pm. The Town's 100th Anniversary Celebration will be held on September 26th 100th kicking off at 10am with a parade.

H. Charles County Recreation – No report.

I. Policing Report – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances:

Petitions: None

Unfinished Business: Mayor Paulin gave an update on the Council's discussions on commercial vehicle parking. At this time the Council will continue to monitor the situation before making any

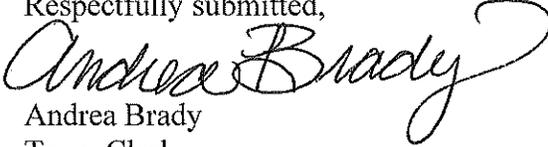
changes to the existing Ordinance. They will also look into how other municipalities are handling similar situations.

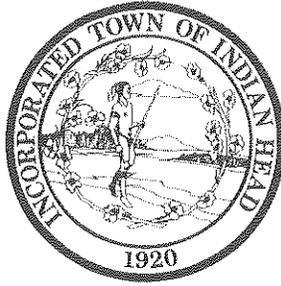
New Business: The Town Council authorized its engineer, ARRO Consulting, Inc., to develop a proposed Zoning Ordinance revision. A hard copy of the proposed Zoning Ordinance revision is located in the Town Hall lobby and an electronic copy of the proposed Zoning Ordinance revision is provided on the Town's website. The Town Council received a recommendation from the Planning Commission to approve/adopt the revised Zoning Ordinance. A hearing to present the proposed Zoning Ordinance revision to the public will be held on April 6, 2020 at 6:00pm prior to that evening's Town meeting. Questions and/or concerns from the public will be addressed at the hearing by a representative of ARRO.

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

Citizen's Comments: None.

With no further questions or comments, the meeting adjourned at 7:15pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: February 2020

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
2/4/20	Tri County Energy for: Haroldlind Fitzgerald 106 Bland Drive			Pellet Stove

USE & OCCUPANCY PERMITS;

2/5/20	St Mary's Star of the Sea Church 30 Mattingly Avenue			Shed
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits issued during the month of February.

GRADING PERMITS;

No Grading permits 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 12/1/19 to 12/31/19

CASH BALANCE DECEMBER 1, 2019 \$584,548.90

REVENUES

General	96,748.95
Trash	14,155.37
Water & Sewer	29,605.19
Parks/Pavillion	1,550.00
Land	

SUB-TOTAL	142,059.51
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LGIP Transfer(s)

Grant(s)

Money Market Interest

SUB-TOTAL

TOTAL REVENUES

142,059.51

EXPENDITURES

General	20,191.65
Trash	(16,032.52)
Sewer/Water	(108,190.84)
Parks/Pavillion	(11,126.46)
SUB-TOTAL	(115,158.17)

OldLine & Blue/Paymentus Merchant Fee(s)	(100.00)
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LGIP Transfer(s)

Check Order

Payroll	(53,456.47)
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Wire Trans FICA, W/H Tax, Sales Tax	(25,924.68)
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SUB-TOTAL

(79,481.15)

TOTAL EXPENDITURES

(194,639.32)

CASH BALANCE AS OF DECEMBER 31, 2019

\$531,969.09

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	110,501.22
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BOARDWALK	349,056.74
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SEWER/WATER FUND	43,515.92
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REFUSE FUND	126,226.62
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HIGHWAY USER	10,342.01
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100 YEAR CELEBRATION	27,695.91
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TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 667,338.42
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SEWER BOND (AMERICAN FUNDS)	119,898.83
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TOTAL INVESTMENTS	\$ 787,237.25
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FINANCE REPORT 1/1/20 to 1/31/20

CASH BALANCE JANUARY 1, 2020 \$531,969.09

REVENUES

General	244,606.05
Trash	39,044.43
Water & Sewer	78,410.04
Parks/Pavillion	4,780.00
Land	

SUB-TOTAL 366,840.52

LGIP Transfer(s)

Grant(s)

Money Market Interest	9.49
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SUB-TOTAL 9.49

TOTAL REVENUES

366,850.01

EXPENDITURES

General	(66,380.69)
Trash	(17,874.66)
Sewer/Water	(257,526.29)
Parks/Pavillion	(4,063.12)

SUB-TOTAL (345,844.76)

OldLine & Blue/Paymentus Merchant Fee(s)	(542.96)
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LGIP Transfer(s)

Check Order

Payroll	(52,081.47)
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Wire Trans FICA, W/H Tax, Sales Tax	(21,084.03)
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SUB-TOTAL (73,708.46)

TOTAL EXPENDITURES

(419,553.22)

CASH BALANCE AS OF JANUARY 31, 2020

\$479,265.88

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	110,653.29
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BOARDWALK	349,537.10
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SEWER/WATER FUND	43,575.79
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REFUSE FUND	126,400.32
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HIGHWAY USER	10,356.23
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100 YEAR CELEBRATION	27,734.02
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 668,256.75

SEWER BOND (AMERICAN FUNDS)	119,898.83
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TOTAL INVESTMENTS \$ 788,155.58

FINANCE REPORT 2/1/20 to 2/29/20

CASH BALANCE FEBRUARY 1, 2020 \$479,265.88

REVENUES

General	112,851.66
Trash	104,400.05
Water & Sewer	197,973.44
Parks/Pavillion	76,225.16
Land	

SUB-TOTAL 491,450.31

LGIP Transfer(s)

Grant(s)	
Money Market Interest	1.98

SUB-TOTAL 1.98

TOTAL REVENUES

491,452.29

EXPENDITURES

General	(102,798.42)
Trash	(19,494.93)
Sewer/Water	(63,904.02)
Parks/Pavillion	(8,888.96)

SUB-TOTAL (195,086.33)

OldLine & Blue/Paymentus Merchant Fee(s) (639.43)

LGIP Transfer(s)

Check Order	
Payroll	(40,648.90)
Wire Trans FICA, W/H Tax, Sales Tax	(19,695.37)

SUB-TOTAL (60,983.70)

TOTAL EXPENDITURES

(256,070.03)

CASH BALANCE AS OF FEBRUARY 29, 2020

\$714,648.14

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	110,803.75
BOARDWALK	350,012.37
SEWER/WATER FUND	43,635.03
REFUSE FUND	126,572.18
HIGHWAY USER	10,370.30
100 YEAR CELEBRATION	27,771.71

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 669,165.34

SEWER BOND (AMERICAN FUNDS)

119,898.83

TOTAL INVESTMENTS

\$ 789,064.17