

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MARCH 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
Ginger Foster, Finance Officer
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 21

Minutes: February 4th Town meeting minutes and February 27th 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 February 2019 was read (attached).
- B. Finance Report** – The finance report for February 2019 was read (attached).
- C. Town Manager's Report** – ARRO Consulting will give a detailed presentation on the Boardwalk project tonight. Online bill pay is operation ad available via a link on the Town's website. Please input the information exactly as it appears on your water bill. The Town purchased the old PNC building via a Bond Bill to convert it into a Family Enrichment Center. The Town also applied for another Bond Bill to help with renovations. The United Way of Charles County will be holding two meetings, community conversations regarding the needs/wants of residents in Indian Head on March 16th and March 30th from 10-11am at the Senior Center. The Blower Replacement project at the Waste Water Treatment Plant funded via MDE should be installed this month. The Town is going over specs and applying for permits to begin construction in Spring 2019 for the Village Green Restrooms project. 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. The Town has a new Code Enforcement Officer, his name is Steve Tackish. The annual budget process is underway, and the public hearing will be held on April 11th at 7pm.
- D. Code Enforcement Report** – No report.

- E. Planning Commission Report** – The February Planning Commission meeting was canceled, no report.
- F. Parks and Recreation Report** – No report.
- G. Environmental Sustainability Report** – No report.
- F. Bureau of Fire Prevention** – Deputy Chief Wayne Higdon reported that for the month of February, the IHVFD had 17 fire responses and 31 EMS responses. On February 17th there was a report of house fire on Thompson Lane, the IHVFD found that the kitchen was fully involved. Thankfully the residence had a working smoke alarm that allowed the homeowners to get out of the house safely. Deputy Chief Higdon reminded everyone to check their smoke detectors on March 10th and spoke about the new 10-year smoke detectors. Resident, Randy Albright shared that in his personal research he found that they do have the 10-year detectors in the plug-in type for the hardwired systems, but they are considerably more expensive.
- G. Community Affairs** – Karen Williams share information on upcoming events at St. James church including their annual pancake dinner, fish fry Fridays, and community spaghetti dinners. On March 30th there will be a Youth-led I.AM.LISTENING color run and walk, at the Village Green Park and Pavilion. The Shiloh Methodist church will be holding a dinner on April 2nd. The Farmers & Craft Market starts back on Thursdays on April 4th. Interested vendors can register through Councilman Smith. The annual Spring Party and Easter Egg Hunt will be held on April 7th. The FY20 Budget hearing will be held on Thursday April 11th at 7pm at the Village Green. The 2nd annual IHVFD Auxiliary and Community Activities Spring Craft Fair will be held on April 27th. The annual Taste of Indian Head will be held on May 4th from 11am to 4pm. The Flea Market will begin in May with the new hours of 9am to 1pm. Tuesday May 7th is Town Election day. Polls are open from 8am to 8pm at the Village Green for residents living within the incorporated town that are registered to vote. The Town Council Swearing in Ceremony will be held on Tuesday, May 14th, and the public is welcome. Ms. Williams encouraged everyone to check Facebook and the Town's website for additional event information. Councilman Smith asked for further information about the teen suicide event using the pavilion because of the trail being closed. Ms. Williams gave additional information on the closure, and shared that around 50 students are involved in the event so far.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Duley had no crime trends to report since it has been very quiet. On March 14th at 7pm at the American Legion Post 82 in La Plata, the Charles County Sheriff's Office will hold their Crime Watch Kickoff which is open to the public. The Charles County Sheriff's Office will hold a Citizen's Advisory Council meeting on Wednesday, May 22nd at 7pm at the American Legion Post 82 in La Plata, and the public is welcome to that event as well. Officer Duley gave a brief presentation for online safety for kids. Highlights from the presentation included

having a discuss with your children about online safety, telling children to never reveal personal information to strangers online, never agree to get together in person unless supervised by a parent, never respond to threatening emails, and tell someone about communication that was scary or hurtful. Officer Duley reminded parents to watch for warning signs including long hours online especially at night, talking to people the parents don't know, gifts arriving in the mail for their children from strangers, turning off the computer when a parent walks into the room and withdrawing from family. Councilman Smith asked Officer Duley if it would be prudent to start a crime watch in the Town. Officer Duley said a crime watch in Town could be discussed and he has resources available to help set it up. Resident Wayne Higdon asked if break ins to vehicles have stopped. Officer Duley shared that the vehicle break ins have slowed down since a recent arrest. Resident, Randy Albright asked Officer Duley for suggestions on ways to get delivery companies involved to help prevent theft, and how to get them to consistently ring door bells when there is a delivery. Officer Duley suggested contacting the delivery company any time there is an issue with delivery so the companies can start holding their drivers accountable. Resident, Ms. Diedre Travis suggested that residents consider having the shipper indicate that a signature is required, and it will force the delivery driver to knock. Councilman Smith shared that the town is pursuing an amazon locker to add at the family enrichment center.

Briefings: Mark Harman, Senior Vice President of ARRO Consulting, Inc. gave an update on the Boardwalk project. The project was originally proposed in 2008, through a grant with SHA for 12-foot-wide and 1200-foot-long timber-based boardwalk along the Potomac with observation decks, and a parking area with around a dozen parking spaces. The Boardwalk would be a timberline nature path. 2009-2010 would have been around the time of the finalized drawing with the idea to complete the project in 2011. The Town did not have funds for the grant match at that time for the project to move forward. With the approved amendment to the grant for an 80/20 match, the Town has started the resubmission process. Unfortunately, agencies that reviewed and approved the project previously have to review the resubmission as a new project and a lot of the regulations from 2008 have changed. Soil Conservation in the process of reviewing the plan, then it will go to MDE for their approval. Mr. Harman explained some project issues, such as flora fauna and wetland issue that would be dealt with in different departments of MDE, which could potentially take a few more months. ARRO anticipates having the plans in hand by Fall. Town Manager Hicks explained that the contractor from the previous bid is still on board and holding at the previous price and there is documentation stating as such. Town Manager Hicks explained that the previous hold up for the project was Critical Area, but they are aware the project needs to happen, and he does not anticipate it being held up as it was in the past. Councilman Smith thanked previous Council for their efforts with the project and asked questions in reference to the grant funding being held, estimates on operations and maintenance, security and staffing needs. Town Manager Hicks explained that the grant funds are being held for the Town, while he did not have estimates on the operations and maintenance it will be handled the same as the other Town parks and it will also have standard park hours, the boardwalk will be a composite material, not treated wood which should require less maintenance. Security will be handled for the Boardwalk as it is for all other park areas in Town. Town Manager Hicks stated the he can always use additional staff. Mr. Harman spoke briefly about Boardwalk maintenance. The Town would be looking at dumping trash cans and keeping the parking lots clean so maintenance would be similar to a standard park. Due to the material being used for the project which will be installed to

hold up long term, the Town can expect 50 years before the structure would even need to be looked at and for the boards any issues would be minimal. ARRO also provides the people involved with the grant funding with an update each month as the process moves forward. Vice Mayor Sitoula asked about any changes that have been made to the original plan. Mr. Harman explained that the concept for the project is the same but some changes/upgrades to the planned vegetation may be required. Resident, Wayne Higdon asked if there will be any closer access points because it looks like the designated parking will require a trek through the woods. Mr. Harman explained that there will not be another access point available, but everything is ADA accessible. Resident, Warren Bowie asked if there would be anything put in place to address debris collection to prevent debris coming down the river from gathering around the base of the structure, and he asked what the probability of scrapping the project would be due to the length of time this project has and is taking. Mr. Harman explained that MDE would ultimately decide about anything being put in place for debris collection, but from what they typically approve it is likely they would say no. The Council addressed Mr. Bowie's question about scrapping the project by explained that there were a lot of residents who moved to the Town because of this project, and a lot of effort put into the project. The probability of scrapping the project is extremely low with the State committing 80% of the funding which is a major undertaking for them, and the Town currently going through the process to renew permits.

Presentations/Recognitions: None

Resolutions: Resolution 03-01-19 was introduced for adoption. It is a Resolution appointing the members of the Board of Supervisors of Election in and for the Town of Indian Head. Councilman Smith made a motion to adopt Resolution 03-01-19. Vice Mayor Sitoula seconds the motion. The Resolution 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 events and meetings for March.

Citizen's Comments: Cynthia Albright, River Watch – Mrs. Albright shared information on an upcoming Walk-Run-N-Roll event she has been working on with Karen Williams. The event will be held on Saturday, May 11th at the Village Green Park and Pavilion from 11am to 2pm with registration at 10am. The event is sponsored by the Transverse Myelitis Association. Mrs. Albright shared that she has been diagnosed with neuro-immune disorder, MOG. Mrs. Albright said the event will include a 50/50 raffle, bake sale, face painting, moon bounce, DJ and silent auction. There are fundraisers that are being set up at local restaurants to raise money for the cause, including Green Turtle and Chipotle in La Plata. Mrs. Albright is also working with Blue Dyer who will be donating certificates for free tastings and tours and Texas Ribs who is donating gift cards for the event. Registration for the event is free, and it is strictly donation based. There is

no minimum donation, all donations are welcome. There will also be sponsorship opportunities for companies and if they do sponsor the event their logo will go on the back of the event t-shirts.

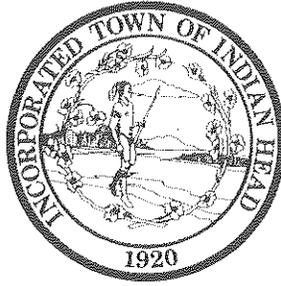
Councilman Smith took a moment to publicly recognize his middle son Xavier for joining the air force and asked everyone to please keep his son in their prayers as he goes on to serve.

With no further questions or comments, the meeting adjourned at 8:18pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Andrea Brady". The signature is written in black ink and is positioned to the right of the typed name.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
2/13/19	Wayne Higdon 304 Bland Drive			Carport
2/25/19	Sunrun for: Matthew Houston 8 Oaksid Lane			Solar Panels

USE & OCCUPANCY PERMITS;

2/14/19	Tanisha Burleigh 88 Riverside Run Drive			Roof Mounted Solar panels
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of February.

GRADING PERMITS;

2/11/19 Dennison Landscaping for: Travis Barrett
68 Mattingly Avenue

2/25/19 Comcast Cable
Indian Head Hwy & Mattingly Avenue

2/28/19 Pineda Fe
11 Potomac Avenue

SIGN PERMITS;

No Sign permits were issued during the month of February.

TEMPORARY SIGN PERMITS;

Candidate Campaign signs:

Brandon Paulin
Randy Albright

FINANCE REPORT 2/1/19 to 2/28/19

CASH BALANCE FEBRUARY 1, 2019 \$176,910.14

REVENUES

General	103,780.49
Trash	92,449.21
Water & Sewer	187,646.10
Parks/Pavillion	70,452.52
Land	-

SUB-TOTAL 454,328.32

LGIP Transfer(s)

Money Market Interest	14.04
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TOTAL REVENUES 14.04 454,342.36

EXPENDITURES

General	(65,127.22)
Trash	(18,264.91)
Sewer/Water	(56,192.66)
Parks/Pavillion	(7,134.62)

SUB-TOTAL (146,719.41)

Old Line & Blue/Payments Merchant Fee(s)	(231.02)
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LGIP Transfer(s)

Check Order

Payroll	(38,288.24)
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Wire Trans FICA, W/H Tax, Sales Tax	(18,601.61)
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SUB-TOTAL (57,120.87)

TOTAL EXPENDITURES (203,840.28)

CASH BALANCE AS OF FEBRUARY 28, 2019 \$427,412.22

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	207,608.61
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BOARDWALK	540,458.15
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SEWER/WATER FUND	42,730.45
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REFUSE FUND	123,948.03
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HIGHWAY USER	10,155.40
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100 YEAR CELEBRATION	18,279.84
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 943,180.48

SEWER BOND (AMERICAN FUNDS)	110,095.88
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TOTAL INVESTMENTS \$ 1,053,276.36