

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MARCH 5, 2018
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
Ginger Foster, Finance Officer
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 12

Minutes: February 5th Town meeting minutes and February 28th 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 2018 was read (attached).
- B. **Finance Report** – The finance reports for January and February were read (attached).
- C. **Town Manager's Report** – The Concurrence in Award checklist for the Boardwalk project is complete and the Town is awaiting word on a few permits. Online bill pay is operation and you can access the link via the Town's website. Please input the information exactly as it appears on your water bill. Village Green restrooms NEPA documentation is complete and the Town hopes to begin work in Spring 2018. Work has begun on the FY2019 budget and the public hearing will be held on April 12th at 7pm. The State has requested additional information as it relates to the Bond Bill for a recreation center in Town. The meeting before the entire delegation is scheduled to take place on March 10th. The Town's annual audit is almost complete. Jennifer Drive storm drain and road repairs will begin this week. The road will be closed during the duration of the repair. The Waste Water Treatment Plant Blower Replacement project is scheduled to begin within the next few months. There was storm damage to the Senior Center and Black Box roofs and there are also trees down in all of the Town parks.
- D. **Code Enforcement Report** – The Town issued 9 notices of violation during the month of February 2018. 1 vehicle violation, 1 vehicle fine, 2 rubbish and garbage violations, 1 work without a permit violation and 4 work without a permit citations. The Town performed 19 rental inspections for the month of February 2018.
- E. **Planning Commission Report** – The Planning Commission reviewed the draft update for the Critical Area section of the Town's Zoning Ordinance, discussed the Town's Sign

Ordinance, reviewed the Environmental Element of the Comprehensive Plan and reviewed a draft for the history section of the Comprehensive Plan.

- F. Parks and Recreation Report** – Councilman Smith reported that in February the P&R Committee had a STEAM event at the Pavilion and it was well received. The March 24th STEAM event has been canceled and the follow up STEAM event will be in conjunction with the Big Day of Play. Councilman Smith discussed some of the participants present at the STEAM event and how much the attendees enjoyed it. P&R is hoping to offer financial literacy classes at the Senior Center and dates will be posted online. P&R would also like to hold a Seniors Day on Memorial Day weekend. Councilman Smith thanked the MAC for the Mixer held last week. Councilman Smith mentioned the Code Enforcement report given and stated that the Town does not issue permits for money but for safety.
- G. Environmental Sustainability Report** – Councilman Smith spoke about disaster preparedness and gave the example of the recent wind storm that some people did not prepare for and encouraged everyone to be mindful during natural disasters. Councilman Smith suggested ways to prepare such as putting away trashcans, getting a generator, cutting limbs when the weather is nice and to be proactive. Councilman Smith offered guides from the County on disaster preparedness and mentioned Ms. Williams working relationship with the County on disaster preparedness. A resident asked about open burning, and Town Manager Hicks explained the process to report that incident and how it would be responded to. A resident asked about limb removal. Town Manager Hicks stated that yard waste is picked up every Wednesday year round.
- F. Bureau of Fire Prevention** – Chief Williams provided the fire report. For the month of February there were 15 fire responses, 10 in Town and 5 mutual aid, 32 EMS responses and 100 hours of training was completed. Year to date 262 fire responses 119 in Town and 143 mutual aid and 398 EMS responses. Chief Williams encouraged everyone to read his article on spring cleaning in the recent issue of the Smoke Signals. For storm safety Chief Williams reminded everyone not to run generators indoors. During the storm the IHVFD received one call for a tree on a home. Chief Williams reminded everyone that if you are a Town resident and in need of a smoke detector you can contact the Town or the IHVFD to set up a time for installation and reminded everyone of the 10 year smoke detector requirement. The IHVFD is not responsible for providing smoke detectors for rental properties and gave the example of a request for 9 detectors in one home. The new ladder truck should be in service and on the road soon. Chief Williams stated that per State law they are unable to give people the smoke detectors; they are required to come out and install them if one is requested. Chief Williams plans to go to the Senior Center with some spring safety tips and fire prevention tips soon. Councilman Smith asked the average cost for the smoke detectors. Chief Williams said they range between \$12 to \$20. Councilman Smith stated that the Town and the IHVFD will work together to find out how many seniors are in need of smoke detectors.
- G. Community Affairs** – Ms. Williams stated that the hazardous waste collection offered in the Council will resume on Saturday, April 7th and gave the address and time information along with the County's contact information in case of questions. Sunday, March 18th is the Town's Annual Spring Party & Easter Egg Hunt from 2pm to 4pm, \$2 all ages at the door. Photos with the Easter Bunny will be \$1 each. St. James Episcopal Church will be hosting Community Dinners every other month free of charge, next dinner will be on

March 19th. The CCSO Crime Watch Kick Off Celebration will be on Wednesday March 14th at 7pm in La Plata. Charles County Crime Solvers will hold a fundraiser on Tuesday April 3rd from 5pm to 8pm at Roy Rogers in La Plata. Crime Solvers will be hosting a trap shoot fundraiser on May the 6th. Crime Solvers will also hold a golf tournament fundraiser in June in Leonardtown. Ms. Williams welcomed back Master Sergeant Verdiglione who is filling in for Corporal Bryant.

H. Charles County Recreation – No report.

I. Policing Report – Master Sergeant Verdiglione reported that the CCSO would like to thank the Town of Indian Head for hosting the first of a series of church security seminars. There were around 70 people from churches all over the County in attendance and there will be three more hosted throughout the County, you can find more information on the CCSO website or Facebook page. Master Sergeant Verdiglione reported that they are now moving into the final phase of the 911 business contact information updates. This has to be done quite frequently to stay up to date on all changes at the local businesses. In correct contact information can be a safety issue. CCSO has been soliciting local businesses to have security services done every 2 to 3 years. This is a free service provided by the CCSO. There have been a couple of theft incidents in Town from unlocked vehicles. Everyone needs to remember to lock their doors and secure their valuables. Councilman Smith asked to be notified in the future of events such as the church security seminar that took place. Master Sergeant Verdiglione did explain that the first seminar was short notice, but the CCSO wanted to get the program up and running as soon as possible. Sheriff Berry stopped by and gave an update on what's going on in the CCSO, such as expanding the community policing program. Sheriff Berry stated that there has been a 23% reduction in crime in Charles County and reiterated that there are some issues with people not locking their cars which is resulting in thefts and reminded everyone to lock their doors and to make sure their vehicles are locked. A reminder to lock your doors is available via the CCSO Facebook page. A citizens police academy was started two years ago and provides the participants with a snapshot of how the CCSO works. The hope is that this program will help create positive ambassadors of the CCSO. Councilman Smith thanked the CCSO officers who were out last week running a new K-9, and thanked Sheriff Berry for all that he does for the community. Vice Mayor Sitoula asked if there was an age limit for those trying to join the academy. The academy is for ages 18 and up but Sheriff Berry shared information on other programs that are available for those under the age of 18. Councilman Smith asked an additional question on the recent school violence in the news and asked what the CCSO is doing to keep schools safe. Sheriff Berry gave information on drills that have been conducted in schools for a number of years to address this type of violence. There are resource officers assigned to every school. Sheriff Berry also spoke about the Truth and Consequences program as well as drug awareness programs the CCSO does through the school system. Sheriff Berry's ultimate goal moving forward is to have a resource officer in every Charles County school and advance the school resource program. Mayor Paulin thanked Sheriff Berry for coming out to the meeting and providing the information to the Town's residents.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

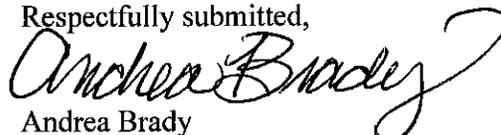
Miscellaneous: Mayor Paulin read the upcoming March events and meetings.

Citizen's Comments: Janet Salazar, Executive Director of the Charles County Public Library – Ms. Salazar thanked the Town for being great supporters of the library. Ms. Salazar discussed that it is time to start thinking about renovations for the Potomac branch of the library since it will be the next location in line. Ms. Salazar is hoping to receive public input/feedback on what they would like to see done during the renovations. The library will also be asking for feedback for some new services that will be coming up and discussed the Excite and Innovation Team. Anyone interested in being a part of the team please call the library. Recently an SOAR Innovation space was opened at the Waldorf branch, which was a grant funded program. Just this week a mobile hotspots program was launched, also through a grant funding. Ms. Salazar let everyone know that every branch offers free notary services. Councilman Smith asked what the possibility of having an annex in the Town of Indian Head would be. Ms. Salazar stated that, that is the type of feedback needed and something that should be discussed by the Board. Vice Mayor Sitoula gave his thoughts on the potential annex.

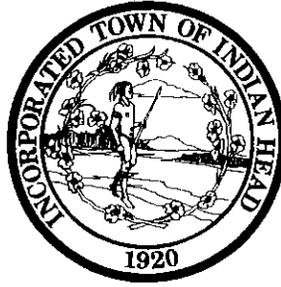
Jeanette McCants, Strauss Avenue – Ms. McCants discussed her previous visit at the January 2nd Town meeting where she brought up the need for a larger Senior Center facility and stated that the offer to give the Council a tour of other facilities is still open. At this point Ms. McCants stated that she has not received a response from the Council on their thoughts on her request for a larger Senior Center space. Ms. McCants spoke with Commissioner President Murphy about her request for a larger Senior Center and he expressed interest in her request and he plans to look into it further. Ms. McCants provided further information on what she felt was a very positive meeting with Commissioner President Murphy. Ms. McCants reminded the Council that the Senior Center facility is too small for the seniors that currently attend daily, and stated that the building is antiquated. Ms. McCants considers the Senior Center a joint venture between the Town and the County, and asked if the Council is working with the County on getting a larger senior facility.

With no further questions or comments, the meeting adjourned at 8:28pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: February 2018

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
2/26/18	Vivint Solar Inc. for: William Dickey 2 Joanne Court			Solar Panels

USE & OCCUPANCY PERMIT;

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

TEMPORARY USE & OCCUPANCY PERMIT;

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;

No Sign 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 1/1/18 to 1/31/18

CASH BALANCE JANUARY 1, 2018 \$351,268.99

REVENUES	
General	218,557.45
Trash	36,743.33
Water & Sewer	63,227.19
Parks/Pavillion	4,625.00
Land	-
SUB-TOTAL	323,152.97
LGIP Transfer(s)	
Money Market Interest	32.13

TOTAL REVENUES 32.13 323,185.10

EXPENDITURES	
General	(50,773.66)
Trash	(22,446.81)
Sewer/Water	(81,784.58)
Parks/Pavillion	(6,586.44)
SUB-TOTAL	(161,591.49)

OldLine & Blue/Paymentus Merchant Fee(s)	(212.74)
Credit Card Machine	-
LGIP Transfer(s)	
Check Order	
Payroll	(38,070.52)
Wire Trans FICA, W/H Tax, Sales Tax	(26,509.53)
SUB-TOTAL	(64,792.79)

TOTAL EXPENDITURES (226,384.28)

CASH BALANCE AS OF JANUARY 31, 2018 \$448,069.81

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	203,439.92
BOARDWALK	530,315.06
SEWER/WATER FUND	71,727.30
REFUSE FUND	121,459.29
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 926,941.57
SEWER BOND (AMERICAN FUNDS)	110,349.47
TOTAL INVESTMENTS	\$ 1,037,291.04

FINANCE REPORT 2/1/18 to 2/28/18

CASH BALANCE FEBRUARY 1, 2018 \$448,069.81

REVENUES		
General	91,226.33	
Trash	101,768.98	
Water & Sewer	201,175.16	
Parks/Pavillion	2,050.00	
Land	-	
SUB-TOTAL	396,220.47	396,220.47
LGIP Transfer(s)		
Money Market Interest	33.37	

TOTAL REVENUES 33.37 396,253.84

EXPENDITURES		
General	(71,266.37)	
Trash	(16,433.56)	
Sewer/Water	(52,914.12)	
Parks/Pavillion	(7,471.80)	
SUB-TOTAL	(148,085.85)	(148,085.85)

OldLine & Blue/Paymentus Merchant Fee(s)		
Credit Card Machine	-	
LGIP Transfer(s)		
Check Order		
Payroll	(38,853.91)	
Wire Trans FICA, W/H Tax, Sales Tax	(18,758.63)	
SUB-TOTAL	(57,612.54)	(57,612.54)

TOTAL EXPENDITURES (205,698.39)

CASH BALANCE AS OF FEBRUARY 28, 2018 \$638,625.26

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	203,654.21
BOARDWALK	530,873.68
SEWER/WATER FUND	71,802.84
REFUSE FUND	121,587.23
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 927,917.96
SEWER BOND (AMERICAN FUNDS)	111,607.94
TOTAL INVESTMENTS	\$ 1,039,525.90