

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MARCH 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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 48

Minutes: February 6th Town meeting minutes and February 22nd 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 2017 was read (attached).
- B. **Finance Report** – The finance report for February 2017 was read (attached). Councilman Smith asked Ms. Foster if she knew the amount of expenditures of the last storm. Town Manager Hicks reported that the Town is still in the process of taking care of all the tree issues and there isn't a cost total at this time.
- 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 Military Alliance Council debris removal outside the base gate will resume this month pending release of the grant funding. Online bill pay will be up and running at the next billing cycle. The Town's annual audit is complete. Public Works repaired a sewer main along Raymond Avenue last month. Paving repairs will take place along Strauss Avenue, Raymond Avenue and Jenkins Drive this month. Just a reminder that recycling is now being picked up on Thursday of each week. The Town is applying for a Chesapeake Bay Trust grant to do work in Mattingly Park. The Town is still awaiting word from the State on the Boardwalk project as it relates to the new funding request. The budget process is well underway. The budget hearing will take place on April 13th. Dual billing is now available. If you would like to sign up for dual billing please fill out a form which can be located on the Town's website and at the Town hall.

- D. Code Enforcement Report** – The Town issued no notices of violation during the month of February 2017. The Town performed 2 rental inspections for the month of February 2017.
- E. Planning Commission Report** – The Planning Commission held a public hearing for the CIRI group’s zoning map amendment request.
- F. Parks and Recreation Report** – Councilman Smith reported that the P&R Dance program is ongoing. Available dates are listed online. P&R hopes to start a Friday Night Lights basketball program. The 1st Saturday of each month runners are invited to the Village Green to take part in different running activities. P&R is looking to start holding kickball events starting in April. Family Fun Nights will be starting again, dates to be announced. P&R is looking to offer free STEM classes on Saturdays at the Senior Center. The 2nd Annual Big Day of Play will take place this year.
- G. Environmental Sustainability Report** – Councilman Smith reported that the Maryland Certification is well underway. The ESC does monthly invasive plant pulls and dates will be posted online. As part of watershed awareness the ESC plan to stencil drains throughout Town. The ESC plans to hold two Mattawoman Creek cleanups and they are looking into starting a Farmer’s Market in Town. The ESC will be offering educational classes in partnership with Atlantic Kayak.
- F. Bureau of Fire Prevention** – No report.
- G. Community Affairs** – Town Clerk Brady reported on upcoming events because Karen Williams was unable to attend. The Charles County Sheriff’s Office has a Crime Watch Kick Off coming up on Wednesday, March 22nd at 7pm at the American Legion Post 82 in La Plata. Public is welcome to attend. Free Countywide Household Hazardous Waste Collection and Recycling for 2017 will take place on the first Saturday, April through December. The first collection will take place on April 1st at the Department of Public Works, 10430 Audie Lane in La Plata, from 9am to 3pm. For more information call Charles County at 301-932-3599. The Children’s Spring Part & Easter Egg Hunt will be held on Sunday, April 2nd from 2pm to 4pm at the Pavilion. The event is for ages birth to 12 years accompanied by an adult. The cost is \$2 for all ages and it includes lunch, carnival & guessing games, 4-H bunnies display, children’s craft making, door prizes and Easter egg hunt. Photos with the Easter Bunny are \$1 each. The IHVFD Ladies Auxiliary and the Town of Indian Head Community Activities Committee will be hosting a joint Spring Craft Fair on Saturday, April 8th from 9am to 2pm at the Pavilion. There will be local crafters, door prizes, 50/50 raffle, bake sale and dip luncheon. Astronomy Nights will be held on Saturday July 1st and Saturday September 30th at the Village Green Park, weather permitting. For more information go to www.smas.us.
- H. Charles County Recreation** – Suleiman Rabie from Lackey Pool brought copies of the most recent recreation guide that was released this month. The guide includes aquatics through August and new sports leagues. The Lackey pool has several upcoming events including water aerobics, Charles County Swim Club, swim lessons, and Toddler Happy Hour which is a free program. Water Safety Month is in May and the pool will have a lot of free programs during that month.

- I. **Policing Report** – Officer Elliot reported on four recent heroin overdoses and three fatal motor vehicle accidents. Officer Elliot asked everyone to please think about what can be done to address these problems, to find what we can do as a community and help him to help everyone.

Briefings: The Indian Head Elementary School Lego Robotic team presented the results of their composting project as part of their competition. The team included Ivana, Tiwa, Gabe, Hayli, Sierra, Katie, Kailyn, Blair and their coach Ms. Thornton. The team discussed the amount of trash produced in the Town and per person each day. The team provided a list of what can and cannot be composted and bin types and sizes. The team feels the Town Council should consider putting a compost bin on most streets in Town and provided a list of ways to advertise the idea of composting. The team said while the Town is already beautiful if they would use compost instead of mulch the Town would be beautiful and thrifty. Mayor Paulin thanked the students for coming and sharing their project results. The Council plans to look into the information the team provided.

Councilman Smith gave a briefing on emergency preparedness and provided a technology tip for the month. During the emergency preparedness briefing Councilman Smith discussed the benefits of having a bug out kit and gave everyone an emergency preparedness supply checklist. Everyone needs to consider if they have what they would need to be safe in an emergency situation, if they have enough food, if they have first aid kit, if they have the means to purify water. Councilman Smith also showed a number of items that could be useful during an emergency situation including an item that is powered by burning wood and it provides a light, a way to charge your cellphone and a means to cook food. Councilman Smith's technology tip for the month is to protect your cellphone. Councilman Smith discussed useful apps to help protect your phone, the need to always do system updates and have a passcode to access your phone. The suggested ways to protect your cellphone can also be found on the Town's website under the highlights section on the main page.

Presentations/Recognitions: None

Resolutions: Resolution 03-01-17 was introduced for adoption. It is a resolution appointing and re-appointing members to the Indian Head Community Activities Committee and establishing their three-year terms of office to expire in March 2020. Councilman Smith made a motion to adopt resolution 03-01-17; Vice Mayor Sitoula seconds the motion. Resolution 03-01-17 was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 03-02-17 was introduced for adoption. It is a resolution appointing Celina Mowery as a regular member and Meghan Mowery as a junior member of the Environmental Sustainability Committee. Regular member term expiring March 2020 and junior member term expiring March 2018. Councilman Smith made a motion to adopt resolution 03-02-17; Vice Mayor Sitoula seconds the motion. Resolution 03-02-17 was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

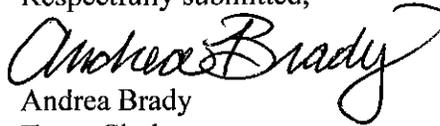
Miscellaneous: Mayor Paulin read the upcoming March events and meetings.

Citizen's Comments: Barry Picket – provided the Council with information on banks and restaurants he would like them to consider for the Town. Mr. Picket also feels the County's zoning change on the western side of Charles County will help drive construction within the Town's limits. Mr. Picket also asked about storm drain cleanout. Town Manager Hicks explained that storm drain clean out is done on a regular basis but that Public Works will look at Mr. Picket's drain again.

Vice Mayor Sitoula said he was happy to see former Mayor Dennis Scheessele present at the meeting and in good health. He also thanked the MYAT for their great job this past weekend and commended Mayor Paulin on his hard work and his recent Washington Post article.

With no further questions or comments, the meeting adjourned at 8:23pm.

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 2017

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
2/8/17	Solar Energy World for: James Miles, Jr 3 Kenrick Court			Solar panels
2/24/17	Solar City Corp for: Jennifer Weeks 31 Shelton Court			Solar Panels
2/24/17	Solar City Corp: for Paul Tyson 4695 Strauss Avenue			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;

2/24/17	Washington Boyz Construction for: Stanford Clark 300 Indian Head Avenue			Demo existing carport
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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 2/1/17 to 2/28/17

CASH BALANCE FEBRUARY 1, 2017 \$551,468.39

REVENUES		
General	105,584.23	
Trash	90,334.74	
Water & Sewer	192,036.61	
Parks/Pavillion	62,561.38	
Land	-	
SUB-TOTAL	<u> </u>	450,516.96
LGIP Transfer(s)	-	
Money Market Interest	20.57	

TOTAL REVENUES 20.57 450,537.53

EXPENDITURES		
General	(69,741.01)	
Trash	(19,000.22)	
Sewer/Water	(93,356.45)	
Parks/Pavillion	<u>(2,736.35)</u>	
SUB-TOTAL		(184,834.03)

PNC & Blue Merchant Fee(s)	(281.78)	
Credit Card Machine	-	
LGIP Transfer(s)		
Check Order	87.50	
Payroll	(39,064.28)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(20,625.23)</u>	
SUB-TOTAL		(59,883.79)

TOTAL EXPENDITURES (244,717.82)

CASH BALANCE AS OF FEBRUARY 28, 2017 \$757,288.10

LGIP ACCOUNTS		
HIGHWAY FUND		3.78
PARK FUND		201,635.58
BOARDWALK		525,611.61
SEWER FUND		27,851.82
WATER FUND		43,239.41
REFUSE FUND		<u>120,382.08</u>
TOTAL LGIP ACCOUNTS		\$ 918,724.28
SEWER BOND (AMERICAN FUNDS)		105,742.47
PNC		<u>5,372.10</u>
TOTAL INVESTMENTS		<u>\$ 1,029,838.85</u>