

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, APRIL 1, 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: 16

Minutes: March 4th Town meeting minutes and March 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 March 2019 was read (attached).
- B. **Finance Report** – The finance report for March 2019 was read (attached).
- C. **Town Manager's Report** – ARRO Consulting gave a detailed presentation at last month's meeting on the Boardwalk project, and the plan review from Charles County Soil Conservation District has been completed and approved as of 6pm today. Online bill pay is available via a link on the Town's website, please input the information exactly as it appears on your bill. The Town purchased the old PNC bank to convert it into a Family Enrichment Center via a Bond Bill and the Town has applied for another Bond Bill to help with renovations. United Way of Charles County held two community conversation meetings on the needs and wants of the residents of Indian Head on March 16th and March 30th at the Senior Center and they will be sharing that information with the Town, but it has not been received at this point. The new blower for the Blower Replacement project funded via MDE are currently being installed. The Town is going over specs and applying for permits to begin construction on the Village Green Restrooms project this Spring. The Town is working on a Stormwater Ordinance and it is currently in the draft phase. The Town is looking into updating the current building codes, Zoning code and Comprehensive Plan. The annual budget process is underway, and the public hearing will be held on April 11th at the Village Green Pavilion at 7pm. A flood study is underway in the Knotts and Teates neighborhoods. Paving repairs are scheduled to take place around Town over the next

few months. The fountain on the Village Green and the bathrooms at Mattingly Park will be back in service this week. Town Manager Hicks shared recycling do's and don'ts which can also be found on the Town's website. A resident asked if there are certain numbers for plastic containers that the contractor will take. The contractor has not specified any specific numbers for plastic containers so they should accept all of them.

D. Code Enforcement Report – The Town issued 14 notices of violation during the month of March 2018. 4 inoperative/untagged vehicle violations, 3 rubbish & garbage violations, 1 open burning violation, 1 rental license violation, 1 grass & weeds violation, 1 property maintenance violation, 1 inoperative/untagged vehicle fines and 1 rubbish and garbage fine. The Town performed 23 rental inspections during the month.

E. Planning Commission Report – The Planning Commission discussed Chapter 5 of the Comprehensive Plan, Community Facilities, and they discussed the TCMX zone.

F. Parks and Recreation Report – Councilman Smith reminded everyone that the Farmers & Craft Market open this Thursday, April 4th, 11 am to 6pm and encouraged everyone to come out and purchase from the vendors.

G. Environmental Sustainability Report – None.

F. Bureau of Fire Prevention – Deputy Chief Wayne Higdon reported that for the month of March the IHVFD had 28 fire responses, 20 of which were mutual aid and 40 EMS calls. Deputy Chief Higdon reminded everyone that it is now brush fire season and there is a year-round burning ban within the Town of Indian Head. Deputy Chief Higdon also stated that spring cleaning also equals fire prevention by get rid of clutter and trash lying about to keep your home safer. The IHVFD has smoke detectors available for distribution and you can also schedule to have the detectors in your home checked.

G. Community Affairs – Karen Williams gave information on upcoming spring events. The 7th Annual Spring Party and Easter Egg Hunt will be held on Sunday April 7th from 2pm to 4pm at the Village Green Pavilion, \$2 all ages at the door. The first prom gown giveaway will be held April 6th & 7th at the Moose Lodge. The event is being sponsored by the Indian Head Business Association and Recycled Dreams. It is open to high school students with a school ID and an adult present. The next Community Activities Committee meeting will be held on Tuesday April 9th at 7pm at the Village Green. The FY20 budget hearing will be held Thursday, April 11th at 7pm at the Village Green Pavilion. The Fundraiser Spring Craft Fair will be held on Saturday, April 27th, 9am to 2pm at the Village Green Pavilion and they are Still looking for crafters. The 7th Annual Taste of Indian Head will be held on May 4th from 11am to 4pm and the 5th annual Mr. & Miss Indian Head pageant will be held at the event. Town Council Election Day is Tuesday May 7th. Polls are open at the Village Green Pavilion from 8am to 8pm for residents living within the Incorporated Town of Indian Head who are registered to vote in the state of Maryland. Various registration

deadlines can be found on the Town's website, including voter registration, candidate registration, absentee ballot deadlines. The candidate meet and greet will take place following the Town Meeting on Monday May 6th and a voting machine demo will be given at 7pm prior to the start of the meeting. The Town Council Swearing in Ceremony will be held on May 14th and is open to the public. The Sheriff's Office Citizen Advisory meeting will be held in May. Bike to Work Day will be held on May 17th. The Memorial Day Ceremony will be held on May 29th

H. Charles County Recreation – None.

I. Policing Report – Officer Duley discussed recent thefts from unlocked vehicles in Potomac Heights. This has not made its way to Indian Head at this time, but the person who was previously locked up for thefts within the Town is out and following that the recent thefts began. The Sheriff's Office is working on proving who is involved. Officer Duley spoke about abandoned vehicles that are scheduled to be towed and asked residents to contact Karen if they notice abandoned vehicles on Town streets and she can schedule a time for him to look at the issue. Officer Duley reminded everyone to lock their doors, store their valuables and call the Sheriff's Department if they see anything unusual.

Briefings: None

Presentations/Recognitions: A proclamation for National Arab American Heritage Month was presented to the Mayor and Council. Councilman Smith made a motion to accept the proclamation; Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays

Resolutions: Resolution 04-01-19 was introduced for adoption. It is a Resolution re-appointing members and establishing their respective terms of office to the Indian Head Community Activities Committee for three-year terms. Councilman Smith made a motion to adopt Resolution 04-01-19. Vice Mayor Sitoula seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays. The re-appointed members were Bunnie Sciler, Joanne Sullivan and Gail Welch.

Resolution 04-02-19 was introduced for adoption. It is a Resolution appointing a member and establishing her term of office to the Indian Head Parks and Recreation Commission for a two-year term. Councilman Smith made a motion to adopt Resolution 04-02-19. Vice Mayor Sitoula seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays. The newly appointed member is Jacqui Jackson.

Mayor thanked the volunteers on behalf of the Council for giving their time on the Town commissions and committees.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

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

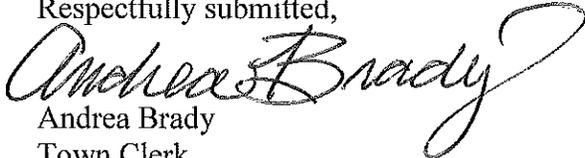
Citizen's Comments: Councilman Smith shared that there will be a Potomac Watershed Cleanup held on April 13th at Mattingly Park starting around 9:00am. Councilman Smith asked and of the appointed or re-appointed committee members present to stand for recognition.

Dauveen Walker, the new branch manager at the Potomac Branch Library, introduced herself to the community and gave information on upcoming programs. The programs included a Boundaries and Healthy Relationships program, senior citizen book discussions, children's story Ask the Computer Lady program, crocheting and the Mobile Library. Ms. Walker also shared information on various tutoring programs that are available for free to residents with a library card. Ms. Walker shared information on the Drop the Mic program that is available at the P.D. Brown library which was put in place through grant funding and funding from county residents.

Vice Mayor Sitoula spoke about the importance of Tax Day on April 15th and the honesty of the American people and the significant service done by paying their taxes on time each year. Vice Mayor Sitoula shared that the Waldorf West library will hold a program on citizen rights when pulled over on April 7th. Vice Mayor Sitoula congratulated Mayor Paulin's mother for all she has done to make sure the Little Rascal's DI team moves forward to the Global competition in Kansas City. Mayor Paulin gave information on the escape room fundraiser the Little Rascals will hold at the Black Box Theatre.

With no further questions or comments, the meeting adjourned at 8:06pm.

Respectfully submitted,


Andrea Brady
Town Clerk

FINANCE REPORT 3/1/19 to 3/31/19

CASH BALANCE MARCH 1, 2019 \$427,412.22

REVENUES	
General	48,844.08
Trash	14,224.31
Water & Sewer	24,109.39
Parks/Pavillion	4,569.00
Land	-
SUB-TOTAL	91,746.78
LGIP Transfer(s)	
Money Market Interest	26.30

TOTAL REVENUES 26.30 91,773.08

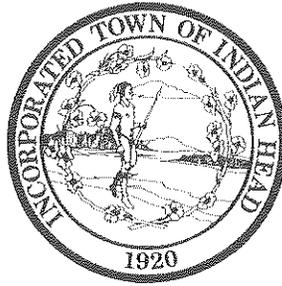
EXPENDITURES	
General	(116,561.64)
Trash	(15,219.85)
Sewer/Water	(117,977.03)
Parks/Pavillion	(5,714.66)
SUB-TOTAL	(255,473.18)

OldLine & Blue/Payments Merchant Fee(s)	(1,041.89)
LGIP Transfer(s)	
Check Order	-
Payroll	(54,303.22)
Wire Trans FICA, W/H Tax, Sales Tax	(21,055.46)
SUB-TOTAL	(76,400.57)

TOTAL EXPENDITURES (331,873.75)

CASH BALANCE AS OF MARCH 31, 2019 \$187,311.55

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	208,000.27
BOARDWALK	541,477.78
SEWER/WATER FUND	42,811.04
REFUSE FUND	124,181.85
HIGHWAY USER	10,174.55
100 YEAR CELEBRATION	18,314.32
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 944,959.81
SEWER BOND (AMERICAN FUNDS)	110,095.88
TOTAL INVESTMENTS	\$ 1,055,055.69



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
3/11/19	Steven Alves 4 Pine Street			Fence
3/14/19	JES Construction for: Alexandria Rasmussen 48 Mattingly Avenue			Sump Pump & Drain tile
3/26/19	Ronald Hare 4435 Indian Head Highway			Carport
3/29/19	Dehart Fence for: Frank & Karen Carter 3 Dove Tree Court			Fence
3/29/19	General Dynamics for: AT&T Wireless 15 Moose Lodge Way			Generator on a concrete pad

USE & OCCUPANCY PERMITS;

3/20/19	Guadagnoli Properties Inc. 1 Stuart Place	SFD		
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of March.

GRADING PERMITS;

No Grading permits were issued during the month of March.

SIGN PERMITS;

No Sign permits were issued during the month of March.

TEMPORARY SIGN PERMITS;

Candidate Campaign signs:
Curtis Smith