

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, APRIL 2, 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  
Andrea Brady, Town Clerk  
Ginger Foster, Finance Officer  
Karen Williams, Community Affairs

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 22**

**Minutes:** March 5<sup>th</sup> Town meeting minutes, March 27<sup>th</sup> public hearing minutes and March 28<sup>th</sup> 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 2018 was read (attached).
- B. **Finance Report** – The finance report for March 2018 was read (attached).
- C. **Town Manager's Report** – The Town is still awaiting word on a few permits for the Boardwalk project. Online bill pay is operational and available via a link on the Town's website. Please input all information exactly as it appears on your water bill. Village Green Restrooms project, NEPA documentation complete and work on the is scheduled to begin Spring 2018. The public hearing for the FY19 Budget will be held on Thursday, April 12<sup>th</sup> at 7pm at the Pavilion. The Town is awaiting official word on the Bond Bill from the State and is hoping to receive \$200,000 for a youth enrichment center. The Town's annual audit is complete. Jennifer Drive storm drain and road repair work was delayed due to weather. Work is scheduled to resume this week and the road will remain closed during the duration of the repair. The Waste Water Treatment Plant Blower Replacement project is being funded via MDE. The Town received two bids for the project, one in the amount of \$156,650 and the other came in at \$202,002 and work should begin this month.
- D. **Code Enforcement Report** – The Town issued 12 notices of violation during the month of March 2018. 1 vehicle violation, 9 property maintenance violations and 2 rubbish and garbage violations. The Town performed 12 rental inspections for the month of March 2018.

- E. Planning Commission Report** – The March Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – Councilman Smith reported that April 21<sup>st</sup> there will be the first of a series of financial literacy classes from 9am to Noon at the Senior Center. The I.H. Runners will start meeting at the Village Green next week on Wednesdays and Saturdays. On the 21<sup>st</sup> at 3pm there will be a Family Cooking Competition at the Pavilion. Categories include chili, garlic bread, salad and dessert and it will need to be prepared onsite.
- G. Environmental Sustainability Report** – Councilman Smith reported that on April 14<sup>th</sup> there will be a Watershed cleanup at Mattingly Park starting at 9:00am.
- F. Bureau of Fire Prevention** – None
- G. Community Affairs** – None
- H. Charles County Recreation** – None
- I. Policing Report** – Cpl. Steve Bryant discussed an ongoing issue of ATVs and dirt bikes being seen out on the Rail Trail and on Town streets. There are a lot of vacant homes in the area that are being used for illicit activity or are being broken into. Asked everyone to be aware and report anything suspicious. Currently a lot of theft from motor vehicles in the Town. Main issue are unlocked vehicles overnight. Occurring in multiple areas of the community.

**Briefings:** Chief of Transit for Charles County Planning & Growth Management, Jeff Barnett gave a briefing on VanGo transit history and services. VanGo is a public transit system available in Charles County that expanded in 1997. Evening service was added in 1999. In 2000 all day pass was established. 2001 inter-county service to Charlotte Hall started. 2008 a new service contractor started which switched to 100% County Owned Fleet and significantly improved service. 2009 there was a significant rate increase and State funding cuts which resulted in the first service reduction. In early 2010 the contract was renegotiated and additional funding was received which allowed for restoration of most services. In 2010 there was also an award of stimulus funding which allowed the replacement of most fixed route buses and the purchase of electronic fareboxes. In April 2011 there was an overhaul of fixed route service which resulted in ridership spike and electronic fareboxes went live. In July 2012 VanGo created a link with Prince George's County, TheBus and started a new route to Brandywine Crossing. In November 2012 a new contractor started following a formal procurement. In January 2015 another bus was added to the Indian Head Route, doubling service and VanGo also started St. Charles D. route. April – October 2017 VanGo replaced most of the fixed route bus fleet. In July 2017 a new contractor started following a formal procurement. In February 2018 a new link directly to Calvert Transit was started. Mr. Barnett went over ridership trends with an all time high in 2017. Mr. Barnett shared information on door to door specialized service that is especially beneficial to elderly patrons. Mr. Barnett believes that there may be a backslide of ridership in 2018 and they are working towards finding out the reason for that, but ridership does seem to be down across the Country. The VanGo fleet is currently 38 vehicles, 24 fixed route vehicles and 14 specialized services vehicles. One type of specialized services is dialysis/senior center subscriptions. Other types of specialized services include Americans with Disabilities Act and County-wide elderly/disabled services. In the past several months the Americans with Disabilities Act transit has exploded and is at

a high expense to the County. Mr. Barnett has concerns that it will use a considerable amount of available funding and may slow down the growth of other services. Mr. Barnett shared information on how the VanGo transit services receives funding, with grants covering around 40% of operating expenses. Mr. Barnett shared the five year plan including the continuation of fleet replacement and modernization, increase in service on very high ridership routes, construction of a County owned maintenance and operations facility which would cost around 7.5 million to build and improvement of bus stops throughout the County. Mr. Barnett shared photos of some of the VanGo fleet and the proposed maintenance facility and discussed the budget for the transit service. Mr. Klaas asked how much of the 7 million from the County General Fund is covered through fares. Mr. Barnett said around 7% which is pretty low and the need to consider increasing the rates. Mr. Barnett discussed the potential for taxi services in the future. Vice Mayor Sitoula asked how the fixed routes are determined, with the metro bus route being canceled he suggested a route to the park and ride lot for the metro system. Mr. Barnett said revitalizing that discussion would be prudent and could help get people to National Harbor for jobs.

**Presentations/Recognitions:** Proclamations were presented for Hunter Burch and Kayla Bowman in recognition of their life saving heroism that averted what could have been a tragic loss. The Council expressed their deep gratitude and sincere appreciation for their selflessness and heroic action. Miss Bowman was present to accept her proclamation and Mayor Paulin will deliver Mr. Burch's proclamation to Lackey High School.

**Resolutions:** Resolution 04-01-18 was introduced for adoption to appoint Nicole Gilliam and Meghan Silver to the Indian Head Parks and Recreation Commission and establish their two-year terms of office, expiring April 2020. Councilman Smith made a motion to adopt Resolution 04-01-18. Vice Mayor Sitoula seconds the motion. Resolution 04-01-18 was adopted by voice vote: 3-Ayes, 0-Nayses.

**Ordinances:** Ordinance 03-01-18 was introduced at the March 27, 2018 public hearing. It is an ordinance concerning Town of Indian Head Infrastructure Bonds 2018 Series A. Town Clerk Brady read a portion of the Ordinance then Mayor Paulin opened the floor for questions. With no questions/comments Councilman Smith made a motion to adopt Ordinance 03-01-18. Vice Mayor Sitoula seconds the motion. Ordinance 03-01-18 was adopted by voice vote: 3-Ayes, 0-Nayses. The Ordinance will become effective on April 22, 2018.

Ordinance 04-01-18 was introduced. It is an Ordinance concerning amendment of the Town's Personnel Ordinance as required by the Maryland Healthy Families Act. The Ordinance will be on the May 7<sup>th</sup> Town Meeting agenda for adoption.

**Petitions:** None

**Unfinished Business:** None

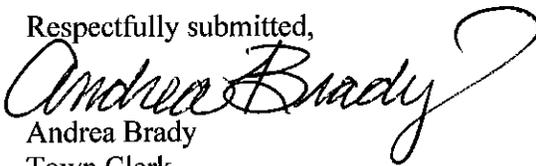
**New Business:** None

**Miscellaneous:** Mayor Paulin read the upcoming April events and meetings. Councilman Smith added that it is important for residents to attend the FY19 budget hearing to get a better understanding of expenditures and come prepared with questions to get an understanding of how things are prioritized.

**Citizen's Comments:** Esther Brawner, Pueblo Circle – Ms. Brawner has concerns about the bike trail in her neighborhood, from the tree damage from the storm and the amount of gumballs and requested to have a Town representative to come down to see the issue she is dealing with. Ms. Brawner said she needs some help because she can't maintain it by herself, and she wants to see her tax money back in her community. Town Manager Hicks asked to speak with Ms. Brawner following the meeting to discuss her issue further.

With no further questions or comments, the meeting adjourned at 8:20pm.

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: March 2018

#### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
3/16/18	Miguel Burga 4617 Strauss Avenue			Fence
3/16/18	Miguel Burga 4617 Strauss Avenue			Shed (1)
3/16/18	Miguel Burga 4617 Strauss Avenue			Shed (2)
3/23/18	Vaughn Jordan 4075 Strauss Avenue			Revised previous shed permit from galvanized steel to a wooden shed

#### ***USE & OCCUPANCY PERMIT;***

3/12/18	Norman & Peggy Palmer 87 Mattingly Avenue			Remodeled SFD
3/12/18	Norman & Peggy Palmer 87 Mattingly Avenue			Deck & side entrance w/stairs

#### ***TEMPORARY USE & OCCUPANCY PERMIT;***

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;***

3/16/18	Miguel Burga 4617 Strauss Avenue			Driveway
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#### ***SIGN PERMITS;***

No Sign permits were issued during the month of March.

#### ***TEMPORARY SIGN PERMITS;***

No Temporary Sign permits were issued during the month of March.

FINANCE REPORT 3/1/18 to 3/31/18

CASH BALANCE MARCH 1, 2018 \$638,625.26

REVENUES	
General	27,854.88
Trash	6,975.12
Water & Sewer	24,255.44
Parks/Pavillion	62,639.30
Land	-
SUB-TOTAL	121,724.74
LGIP Transfer(s)	
Money Market Interest	51.06

TOTAL REVENUES 51.06 121,775.80

EXPENDITURES	
General	(77,461.87)
Trash	(14,869.70)
Sewer/Water	(52,563.65)
Parks/Pavillion	(9,577.27)
SUB-TOTAL	(154,472.49)

OldLine & Blue/Paymentus Merchant Fee(s)	(965.87)
Credit Card Machine	-
LGIP Transfer(s)	
Check Order	(97.99)
Payroll	(49,810.66)
Wire Trans FICA, W/H Tax, Sales Tax	(23,545.43)
SUB-TOTAL	(74,419.95)

TOTAL EXPENDITURES (228,892.44)

CASH BALANCE AS OF MARCH 31, 2018 \$531,508.62

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	203,871.97
BOARDWALK	531,441.33
SEWER/WATER FUND	71,879.62
REFUSE FUND	121,717.24
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 928,910.16
SEWER BOND (AMERICAN FUNDS)	111,607.94
TOTAL INVESTMENTS	\$ 1,040,518.10