

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, APRIL 4, 2016
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
Karen Williams, Community Activities Director

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 23

Minutes: March 7th Town meeting minutes and March 23rd work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented; Councilman Smith 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 2016 was read (attached).
- B. **Finance Report** – The finance report for March 2016 was read (attached).
- 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 BZA, Planning Commission, Ethics Commission, Parks & Rec Committee and Environmental Sustainability Committee. Please contact the Town hall if you would like a new 95 gallon toter for recycling delivered to your home or place of business. The Broadband project looks to be moving forward. The Town has applied for State funding for the project. The TAP grant kick off meeting was held and work on the project should begin in late spring early summer. The project will be discussed in detail at the next Town meeting. The budget public hearing will take place on Thursday, April 14th at 7pm. The Town should hear back about the Sustainable Communities application in late May or early June. The remaining debris from the demolition will be removed this week per the MAC. The Town along with Charles County is working on a ULI Study for the Town of Indian Head as it relates to Economic Development. The TAP application process is complete. There is a new sign located in front of the old Charles County Sheriff's office. The office space is for lease and roof repairs should take place this month. Town Manager Hicks has met with four prospective buyers of the Ely property last month alone. There is a follow up meeting on the Phillips property scheduled for this week. The restrooms at Mattingly Park and the fountain on the Village Green are back in service. Atlantic Kayak will be moving into the old Up the Creek location along Mattingly Avenue this month. Paving repairs will start taking place in Town over the next few months.

- D. Code Enforcement Report** – The Town issued 31 violations during the month of March 2016. There were 3 property maintenance violations, 13 trash and debris violations, 6 vehicle violations, 1 refuse violation, 3 exterior structure violations, 1 unsafe structure violation, 1 demolition violation, 1 handrail and guardrails violation, and 2 noise violations. There were 13 rental inspections performed during the month of March 2016.
- E. Planning Commission Report** – The Planning Commission reviewed a concept plan for parcel 182A.
- F. Bureau of Fire Prevention** – No report.
- G. Community Affairs** – The Community Activities Committee meeting will be held on Tuesday, April 12th at 7pm in the Village Green Pavilion. Earth Day Tree Planting Ceremony with Indian Head Elementary School students will be held on Friday, April 22nd at the Village Green Park. Earth Day Recognition and Recxpo Open House and Field Day will be held on Saturday, April 23rd from 10am to 1pm at the Village Green Park and Pavilion. Primary Election Day is Tuesday, April 26th from 7am to 8pm. The Pavilion is polling place 7-2. The Volunteer Appreciation & Recognition Dinner will be held on Thursday, April 28th at 7pm in the Village Green Pavilion and there will be special entertainment from Lackey High School's choral group. 4th Annual Taste of Indian Head and Parade will be held on Saturday, May 14th from 11am to 4pm at the Village Green Park and Pavilion. Anyone interested in being in the parade please contact Karen. Bike to Work & Wellness Day will be held on Friday, May 20th. Lackey High School is holding a free concert on April 14th at 7pm; the US Navy Concert Band of Washington DC will be performing. For more information on the concert please call 301-753-1753.
- H. Charles County Recreation** – No Report.
- I. Policing Report** – Officer Elliot reminded everyone that as the weather gets warmer you will usually see an increase in crime and asked everyone to lock their doors. Residents are getting embarrassed to report crimes that are occurring because their doors were not locked and Officer Elliot asked everyone to still report a crime when one occurs. If you see something, say something. There are people who are watching crimes occur and they aren't reporting them because they don't want to get involved. Officer Elliot asked if the audience had heard about the recent fire in Town. Officer Elliot explained that the fire was arson. The fire is being investigated by the Fire Marshalls and there is a suspect in custody. It is not a case of serial arson. Officer Elliot asked if the audience had heard about the shooting that happened in Town. Officer Elliot explained that it was accidental and self-inflicted. Officer Elliot is working in conjunction with the Marines to do a cleanup of the demolition debris on the 21st if the debris is not cleaned up this week.

Briefings: David Elder of EAST Inc. began his briefing by explaining that he is the one tasked with providing the Town's drinking water and discharging the Town's wastewater. Mr. Elder covered topics including, distribution system, well 6R, the Town's collection system, and the Waste Water Treatment Plant. Lead and copper sampling was completed during June-September 2014. Tier 1 homes built after 1982 but before the state wide ban on lead solder were used for the sample sites. EAST provides the residents of the sample sites with the collection bottles and instructions. Once the samples are received they are sent out for testing done by an MDE certified contract lab. The Town

has no lead or copper issues. EAST is looking for homes as sample sites for the monthly bacteriological collection which is normally done the first Wednesday of the month. Mr. Elder asked anyone interested in volunteering to be a sampling site to call him at 301-743-5511 ext. 111. The Town's water is ph neutral to slightly alkaline and the Town's Water Quality results meet or exceed MDE requirements. The 2015 Water Quality report will be completed in June of this year. The Water Quality report tests for every type of contaminant. A resident in the audience asked about rings in her toilets. Mr. Elder explained that it could be a buildup of iron and he will do a collection when the hydrants are flushed. Councilman Smith asked when the next sample will be done. Mr. Elder explained that the Town is required to do sampling every 3 years but can collect more often if needed. Officer Elliot inquired about the cost of testing. Councilman Smith said testing is roughly \$400. Mr. Elder explained that the Town is required to collect at least 20 samples and the testing is roughly \$400 per sample. Officer Elliot expressed that \$400 compared to \$8,000 is a large difference and sampling is scheduled to be done next year as opposed to doing it early at that cost. Councilman Smith said he would leave the decision to the residents. The Waste Water Treatment Plant had a new process phased in during 2007-2008. The current treatment process is Enhanced Nitrogen Removal (ENR) and it far exceeds the MDE requirements. Mr. Elder discussed the Town's aging system and I&I issues especially during rain events. Resident, Warren Bowie asked if anything was being done about the I&I issues. Mr. Elder explained that he is looking into lining the pipes which was specified by S&W in an earlier study. Mr. Elder has also reached out to additional labs and chemical suppliers and he is looking into having the Town selected to have the energy audit paid for. The current vendors for the lab and chemical services remain the lowest at this time. In 2009 well 6R was drilled. During the fire that took place at 4135 Indian Head Highway EAST was able to put that well to the test and it performed well. During the initial stages of the well 6R project the quotes came in much higher than available funds and therefore all work was completed by EAST Inc. and the Town's Public Works Department except for the drilling and storage tank. The well was built to supply drinking water on a daily basis and for additional flow in the case of a fire.

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 03-01-16 an ordinance concerning Committee Junior Members for the purpose of providing for junior members of certain Town boards, commissions and committees; establishing qualifications and tenure for junior members; providing rights of junior members; and matters generally related to creating a program of junior members of boards, commissions and committees in the Town of Indian Head. The ordinance was presented at the March 7th Town meeting Councilman Smith made a motion to adopt amended Ordinance 03-01-16. Vice Mayor Sitoula seconds the motion. The ordinance was adopted by voice vote: 3-Ayes, 0-Nays and will become effective on April 25, 2016.

Ordinance 03-02-16 an ordinance concerning Bereavement Leave for the purpose of providing a system of bereavement leave for employees of the Town of Indian Head. The ordinance was presented at the March 7th Town meeting Councilman Smith made a motion to adopt amended Ordinance 03-02-16. Vice Mayor Sitoula seconds the motion. The ordinance was adopted by voice vote: 3-Ayes, 0-Nays and will become effective on April 25, 2016.

Petitions: None

Unfinished Business: None

New Business: None

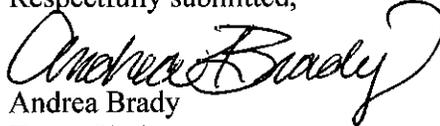
Miscellaneous: Mayor Paulin read the upcoming April events and meetings.

Citizen's Comments: Barry Picket asked for an update on the requested growth allocation for parcel 182A, and informed Council that he is against it. Mayor Paulin explained that the decision on the growth allocation is still to be determined. Mr. Picket asked if Mayor Paulin is for or against the project. Mayor Paulin explained that he likes the concept but has some issues with the location. Mr. Picket gave the Council information on restaurants and suggested that the proposed project for the parcel should be put in Baltimore and the Town's green space should be protected.

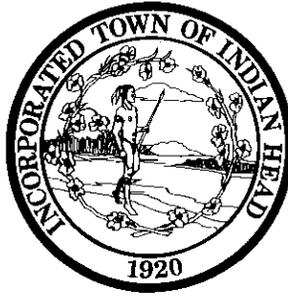
Claire Parkin of PAWS shared that the veterinary clinic recently celebrated their one year anniversary and to celebrate they hired another doctor. PAWS is open from 8am to 7pm, 7 days a week. Ms. Parkin set up a table at the meeting with literature on the clinic's wellness plans. This month PAWS is focused on heart worm disease awareness and next month they will focus on Lyme disease awareness.

With no further questions or comments, the meeting adjourned at 8:10pm.

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 2016

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
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No Building permits were issued during the month of March.

USE & OCCUPANCY PERMIT;

3/21/16	Arnold Mason 10 Pueblo Circle			Solar Panels
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TEMPORARY USE & OCCUPANCY PERMIT;

No Temporary U & O Certificates were 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;

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

FINANCE REPORT 3/1/16 to 3/31/16

CASH BALANCE MARCH 1, 2016 \$750,936.05

REVENUES	
General	29,758.07
Trash	8,928.57
Water & Sewer	21,019.40
Parks/Pavillion	65,346.00
Land	-
SUB-TOTAL	125,052.04
LGIP Transfer(s)	-
Money Market Interest	39.79

TOTAL REVENUES 39.79 125,091.83

EXPENDITURES	
General	(75,060.24)
Trash	(15,511.92)
Sewer/Water	(74,630.70)
Parks/Pavillion	(12,122.02)
SUB-TOTAL	(177,324.88)

PNC & Amer Exp Merchant Fee(s)	(1,710.72)
Credit Card Machine	(72.55)
LGIP Transfer(s)	
Check Order	-
Payroll	(36,577.64)
Wire Trans FICA, W/H Tax, Sales Tax	(20,380.65)
SUB-TOTAL	(58,741.56)

TOTAL EXPENDITURES (236,066.44)

CASH BALANCE AS OF MARCH 31, 2016 \$639,961.44

LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	200,924.82
BOARDWALK	523,758.87
SEWER FUND	27,753.65
WATER FUND	43,086.99
REFUSE FUND	80,008.13
TOTAL LGIP ACCOUNTS	\$ 875,536.24
SEWER BOND (AMERICAN FUNDS)	105,374.03
PNC	15,554.26
TOTAL INVESTMENTS	\$ 996,464.53