

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, APRIL 6, 2020
GoToMeeting**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor

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 VIA GOTOMETTING
SITE: 2**

Minutes: March 2nd Town meeting minutes and March 25th work session minutes Vice Mayor Sitoula made a motion to approve the minutes as presented; Mayor Paulin seconds the motion. The minutes were approved as presented by voice vote: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. Permits** – The permits report for March was read. (See attached)
- B. Finance Report** – The finance report for March was read. (See attached)
- C. Town Manager's Report** – Boardwalk project update. The Town obtained the construction schedule from the contractor. The schedule has been forwarded to Maryland Department of Transportation and State Highway Administration. The Town needs to hire a construction inspector and schedule a pre-construction meeting. The contractor hopes to complete the project this year. The Town is currently waiting on an MOU to be issued by the State Highway Administration for the restrooms on the Village Green. The public hearing for the Zoning Ordinance update has been postponed until June. The budget process is well underway with a public hearing to be held in May. The Town owned playgrounds and basketball courts are closed due to COVID-19. The restrooms at Mattingly Park and the fountain on the Village Green will remain closed. Rental inspections are suspended until further notice.
- D. Code Enforcement Report** – The Town issued 45 notices of violation for the month of March. 7 rubbish & garbage violations, 2 rubbish & garbage fines, 1 rubbish & garbage citation, 3 zoning/permit violations, 2 zoning/permit files, 2 rental license violations, 1 rental license fine, 13 property maintenance violations, 2 property maintenance fines, 8 property maintenance citations and 4 nuisance/noise violations.

The Town also completed 8 rental inspections and cleared 5 violations for the month of March.

E. Planning Commission Report – The Planning Commission meetings have been canceled through May.

F. Bureau of Fire Prevention – No report.

G. Community Affairs – The Fire Chief sent Karen a message that they are working through COVID-19 as best they can, and residents can call or email if they need to reach the IHVFD. Ms. Williams stated that all Town sponsored events and private events have been canceled through May 16, 2020. Plans for the 100th Celebration in September are moving forward.

H. Charles County Recreation – No report.

I. Policing Report – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 04-01-20 was introduced for adoption. It is a Resolution appointing Randy Albright to fill the vacant Council position due to Councilman Smith's resignation. Mr. Albright will fill the term through expiration in 2023. Vice Mayor Sitoula made a motion to adopt Resolution 04-01-20. Mayor Paulin seconds the motion. Resolution approved by voice vote 2-Ayes 0-Nays. The Resolution takes effect immediately. Mayor Paulin explained the process the Council went through to decide who to appoint to the position, which included an application period where Mr. Albright's was the only application received. Councilman Albright expressed his excitement to serve on Council again.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

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

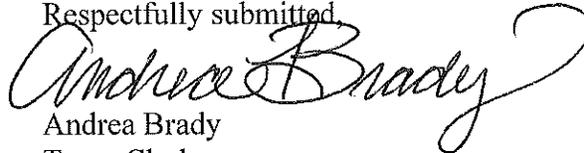
Citizen's Comments: Mayor Paulin encouraged everyone to go to the CDC and Health Department websites for further information on COVID-19 and expressed his wish that everyone stay healthy and practice social distancing.

Vice Mayor Sitoula had a call with the CDC and she suggested treating the next 5 days as you would a category 5 hurricane, meaning stay inside as much as possible. The CDC also said that if

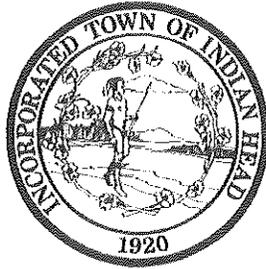
you must go out be sure to use masks. Vice Mayor Sitoula spoke about a family who is being evicted from the local motel. Since they are being evicted from a business and not a rental property, he does not believe the Governor's order to suspend evictions applies, but he asked that the Town Manager investigate it further and reach out to the family. Town Manager Hicks will be contacting a representative from the Governor's office for direction on the issue. Vice Mayor Sitoula stated that the family has been told they must vacate by April 9th.

With no further questions or comments, the meeting adjourned at 7:15pm.

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 2020

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
3/11/20	Turnout Holdings / Dennis Gilroy 4065 Stepney Place			Interior Alterations
3/16/20	Network Building for: AT&T Wireless 15 Moose Lodge Way			Replace antennas on water tower
3/20/20	Long Fence & Home for: Salamatu Bangura 209 Bertha Circle			Roof repairs & replace sheathing and shingles
3/20/20	TC Signs for: CSM Velocity Center 4445 Indian Head Highway		Signs for CSM Velocity Center	
3/20/20	Dave Dixon 4720 Strauss Avenue			Interior Alterations

USE & OCCUPANCY PERMITS;

3/5/20	William Dickey 30 Mattingly Avenue			Solar Panels
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits issued during the month of March.

GRADING PERMITS;

No Grading permits issued during the month of March.

SIGN PERMITS;

3/20/20	TC Signs for: CSM Velocity Center 4445 Indian Head Highway		Signs for CSM Velocity Center	
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TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 3/1/20 to 3/31/20

CASH BALANCE MARCH 1, 2020 \$714,648.14

REVENUES

General	48,156.83
Trash	3,198.40
Water & Sewer	20,230.87
Parks/Pavillion	975.00
Land	

SUB-TOTAL 72,561.10

LGIP Transfer(s)

Grant(s)	
Money Market Interest	2.12

SUB-TOTAL 2.12

TOTAL REVENUES

72,563.22

EXPENDITURES

General	(83,537.74)
Trash	(27,228.73)
Sewer/Water	(51,965.72)
Parks/Pavillion	(23,651.19)

SUB-TOTAL (186,383.38)

OldLine & Blue/Paymentus Merchant Fee(s) (100.00)

LGIP Transfer(s)

Check Order	
Payroll	(40,377.01)
Wire Trans FICA, W/H Tax, Sales Tax	(23,831.44)

SUB-TOTAL (64,308.45)

TOTAL EXPENDITURES

(250,691.83)

CASH BALANCE AS OF MARCH 31, 2020

\$536,519.53

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	110,940.58
BOARDWALK	350,444.61
SEWER/WATER FUND	43,688.91
REFUSE FUND	126,728.48
HIGHWAY USER	10,383.10
100 YEAR CELEBRATION	27,806.00

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 669,991.68

SEWER BOND (AMERICAN FUNDS)

119,898.83

TOTAL INVESTMENTS

\$ 789,890.51