

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MAY 1, 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: 19

Minutes: April 3rd Town meeting minutes, April 13th budget hearing minutes and April 26th 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 April 2017 was read (attached).
- B. **Finance Report** – The finance report for April 2017 was read (attached). Councilman Smith thanked Ms. Foster for her performance during the audit.
- 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 Recreation 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. Paving repairs will take place along Ridge Drive and Jenkins Drive today. Restriping of speed humps will take place this month. The budget process is complete. The public hearing was held on April 13th and the budget ordinance will be adopted tonight. If you would like to sign up for dual billing please fill out a form which can be located on the Town's website or at the Town Hall. Vice Mayor Sitoula requested an update on online bill pay. Finance Officer, Ginger Foster reported that when PNC closed the Town was forced to start the online bill pay process from the beginning and the Town is currently waiting on a final number from Paymentus.
- D. **Code Enforcement Report** – The Town issued 79 notices of violation during the month of April 2017. 1 property maintenance violation, 3 premises identification violations, 59 vehicle violations, 13 rubbish & garbage violations, 1 temporary safeguard violation and 2 grass and weed violations. The Town performed 4 rental inspections for the month of April 2017. Town Manager Hicks explained that vehicle violations are for inoperative/untagged vehicles. Vice Mayor Sitoula requested a notice be sent to the

vehicle owner who has been in the Town's 24 hour lot in Perry Station for an extended period of time.

- E. Planning Commission Report** – The April Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – Councilman Smith reported that the Indian Head Dance Company will perform at the Taste of Indian Head on Saturday. P&R received approval from the Board of Education to use the outdoor basketball court at the elementary school and the Friday Night Lights basketball program will start this Friday and will be held the first Friday of each month. Youth STEM classes are available at the Senior Center the 2nd and 4th Saturday of each month. The Indian Head Dance Company will have a summer program and further information will be available online. P&R is also starting an Indian Head Runners/Walkers program on the Village Green. Big Day of Play will be held on August 26th and it will include a 5k walk/run. P&R is looking for sponsors for the event. Councilman Smith discussed the Indian Head Adopt a Park Program and thanked Public Works for their help with the recent cleanup efforts.
- G. Environmental Sustainability Report** – Councilman Smith reported that Mike Hunninghake recently attended an ESC meeting and reviewed the Town's current points towards being a certified sustainable community. The Town currently has 105 points and we need 150 to become a certified sustainable community. The ESC's goal is to reach 150 points by June 2018. Some of the programs the ESC will be doing to increase points is a septic tank assessment, a green purchasing policy and a farmer's market. Councilman Smith gave kudos to Public Works for the elevated planters they built for the Senior Center. Councilman Smith gave a tech tip for the month. If you do not actively use your online phone account have the company deactivate/close that account to help prevent hacking/misuse.
- F. Bureau of Fire Prevention** – No report.
- G. Community Affairs** – Bike to Work & Wellness Day will be held on Friday, May 19th at the Village Green Pavilion from 7am to 2pm. This is a free community event and it is open to the public. The Memorial Day Ceremony & Lunch will be held on Tuesday, May 30th at the Village Green Pavilion at 11am. This is a free community event and the public is welcome. There will be a complimentary lunch served immediately following the ceremony. For more information on Town events call Karen at 240-375-4061.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot said the Town has been doing very good with things however residents are not locking their car doors and there was recently theft from unlocked cars. Officer Elliot asked everyone to lock their doors and don't keep valuables in the car. With the warm weather more children are outside. Officer Elliot asked for everyone to slow down when driving, especially in neighborhoods. Police Week will take place this month. It will be a very busy week for law enforcement and will include several events. Officer Elliot asked for everyone to say a prayer for fallen officers and their families across the nation. Councilman Smith thanked Officer Elliot for everything he does for the community.

Briefings: None

Presentations/Recognitions: A proclamation for Employee Recognition Day was presented to Mayor and Council. Councilman Smith made a motion to pass the proclamation; Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays.

A proclamation for Neuromyelitis Optica Awareness Month was presented to Mayor and Council. Councilman Smith made a motion to pass the proclamation; Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays.

Resolutions: None

Ordinances: Ordinance 04-01-17 an ordinance adopting the Town Financial Plan and Budget and setting the tax rate, schedule of fees for various permits, the major facilities fees, water, sewer and trash removal and disposal rate for the fiscal year 2018. The tax rate remains the same at \$0.30 per \$100 of full-market value. The trash rate will increase by \$5 per quarter and all other fees remain the same. The ordinance was presented at the April 13th budget hearing. Councilman Smith made a motion to adopt Ordinance 04-01-17. Vice Mayor Sitoula seconds the motion. The ordinance was adopted by voice vote: 3-Ayes, 0-Nays and will become effective on July 1, 2017.

Petitions: None

Unfinished Business: None

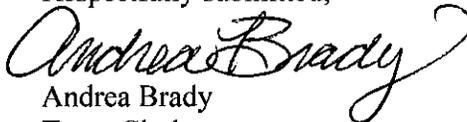
New Business: None

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

Citizen's Comments: Vice Mayor Sitoula gave a briefing on the meetings he attended over the past month.

With no further questions or comments, the meeting adjourned at 7:57 pm.

Respectfully submitted,



Andrea Brady
Town Clerk

FINANCE REPORT 4/1/17 to 4/30/17

CASH BALANCE APRIL 1, 2017 \$598,378.50

REVENUES		
General	16,022.89	
Trash	40,365.41	
Water & Sewer	63,034.08	
Parks/Pavillion	2,450.00	
Land	-	
SUB-TOTAL	-	121,872.38
LGIP Transfer(s)	-	
Money Market Interest	-	

TOTAL REVENUES - 121,872.38

EXPENDITURES		
General	(67,517.07)	
Trash	(19,677.00)	
Sewer/Water	(117,739.05)	
Parks/Pavillion	(4,406.41)	
SUB-TOTAL	-	(209,339.53)

PNC & Blue Merchant Fee(s)	(1,180.61)	
Credit Card Machine	-	
LGIP Transfer(s)	-	
Check Order	-	
Payroll	(46,896.18)	
Wire Trans FICA, W/H Tax, Sales Tax	(19,573.88)	
SUB-TOTAL	-	(67,650.67)

TOTAL EXPENDITURES (276,990.20)

CASH BALANCE AS OF APRIL 30, 2017 \$443,260.68

LGIP ACCOUNTS	
PARK FUND	201,931.04
BOARDWALK	526,381.82
SEWER/WATER FUND	71,195.39
REFUSE FUND	120,558.48
TOTAL LGIP ACCOUNTS	\$ 920,066.73
SEWER BOND (AMERICAN FUNDS)	105,742.47
TOTAL INVESTMENTS	\$ 1,025,809.20



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: April 2017

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/27/17	Trinity Solar for: Roger Broadwater 13 Thompson Lane			Solar Panels
4/27/17	Professional Home Care Inc. for: James & Wendy Paulin 27 Potomac Avenue			Porch repairs

USE & OCCUPANCY PERMIT;

No Use & Occupancy permits issued during the month of April.

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of April.

GRADING PERMITS;

No Grading permits were issued during the month of April.

SIGN PERMITS;

No Sign permits issued during the month of April.

TEMPORARY SIGN PERMITS;

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