

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MAY 3, 2021
GoToMeeting**

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

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Randy Albright, Councilman

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer
Karen Williams, Community Affairs Director

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING
SITE: 3**

Minutes: April 5th Town meeting minutes, April 22nd budget hearing minutes and April 28th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilman Albright 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 was read. (See attached)
- B. Finance Report** – The finance report for April was read. (See attached) There was brief discussion on Boardwalk project bill payment.
- C. Town Manager's Report** – The Boardwalk project is 60% complete. The Riverwalk piles and sills are installed. SE Davis also completed the installation of the sand for the Living Shoreline. The vegetation is scheduled to be planted during the month of May and final grading of the sand will be completed by hand. To date SE Davis has completed construction of 80 linear feet of stringers. Nature Bridges has continued to deck the nature portion of the walk with approximately 600 linear feet constructed to date and is currently working their way towards the stream crossing. Once the decking is complete Nature Bridges will install the railing and railing components. The Town received approval from State Highway Administration (SHA) on the MOT plan for the restrooms on the Village Green. The next step is to hold a final review meeting, hope to hold the meeting this month or next. The Town has finished the Sustainable Communities application for renewal of the Town's designation which expires this month. The Town is also seeking members for the Environmental Sustainability Committee. The Planning Commission has approved the revised Comprehensive Plan.

The Plan is currently being reviewed by Council and other agencies prior to the public hearing being held. The Town is in the process of scheduling the public hearing. Zoning Ordinance adoption has been placed on hold. The Ordinance will be adopted the same night as the Comprehensive Plan. The 2018 building code Ordinances are on tonight's agenda for adoption. The budget process is well underway. The public hearing was held on April 22, 2021 and the budget Ordinance will be adopted at the June 7th Town meeting. The Town Hall is currently closed to the public. Payments can be made via phone, online, or a check or money order placed in the Town's drop box located on the front of the Town Hall. You may still contact Town staff via email and phone 301-743-5511. All speed humps in Town will be repainted this month.

D. Code Enforcement Report – The Town issued 29 notices of violation for the month of April. 4 grass and weeds violations, 1 rubbish and garbage citation, 1 zoning/permit violation, 11 rental license violations, 2 rental license fines, 3 rental license citations, 1 property maintenance violation, 2 property maintenance citations, 1 nuisance/noise violation, 1 nuisance/noise fine, and 2 inoperative/untagged vehicle violations. The Town completed 33 rental inspections and cleared 14 violations for the month of April.

E. Planning Commission Report – The Planning Commission approved the proposed sign at 4445 Indian Head Highway.

F. Bureau of Fire Prevention – No report

G. Community Affairs – Karen Williams shared information on the Charles County Health Department, COVID vaccine and testing clinics at the Village Green Pavilion. Ms. Williams is working with the Tri County Council and the Senior Center/Department of Aging to host an outdoor version of Bike to Work and an Older American celebration. There will be an outdoor Memorial Day recognition at the War Memorial on May 27th at 11am. Progressing with planning for the 101st celebration and asking for people to help provide memorabilia.

H. Charles County Recreation – No report

I. Policing Report – No report.

Briefings: None

Presentations/Recognitions: Town Clerk Brady read the proclamation for Asian American & Pacific Islander Heritage Month. Vice Mayor Sitoula made a motion to approve the proclamation as presented. Councilman Albright seconds the motion. The proclamation was approved by voice vote, 3-Ayes, 0-Nays.

Resolutions: Town Clerk Brady read Resolution 05-01-21 for introduction and adoption. It is a Resolution appointing Hunter Paulin, Wendy Paulin, and Duvauchelle “Lee” Elliott as regular members of the Environmental Sustainability Committee for three-year terms. Councilman Albright made a motion to adopt Resolution 05-01-21. Vice Mayor Sitoula seconds the motion.

Motion carried by voice vote, 2-Ayes, 0-Nays. Mayor Paulin recused himself due to his family members being on the Resolution for appointment.

Ordinances: The following Ordinances were introduced at the April 5th Town meeting and are on this evening's agenda for adoption:

- 04-01-21 Indigenous Peoples' Affairs Commission for the Town of Indian Head.
- 04-02-21 International Building Code 2018
- 04-03-21 Existing Building Code 2018
- 04-04-21 International Energy Conservation Code 2018
- 04-05-21 International Fuel Gas Code 2018
- 04-06-21 International Mechanical Code 2018
- 04-07-21 International Plumbing Code 2018
- 04-08-21 International Property Maintenance Code 2018
- 04-09-21 International Residential Code for One and Two-Family Dwellings Code 2018
- 04-10-21 National Electrical Code 2018

Councilman Albright made a motion to adopt Ordinances 04-01-21 through 04-10-21. Vice Mayor Sitoula seconds the motion. Motion carried by voice vote, 3-Ayes, 0-Nays. The Ordinances will take effect on May 23, 2021.

Petitions: None

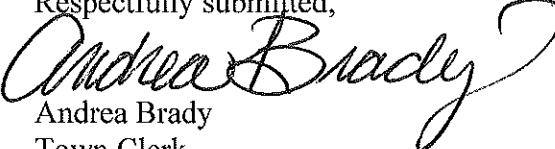
Unfinished Business: None

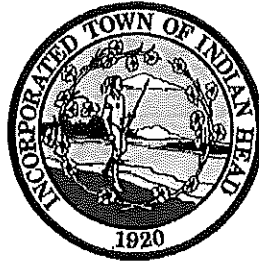
New Business: Constant Yield Tax Rate ad was read. (see attached) The Council is maintaining the current tax rate of \$0.30 per \$100 of assessed value.

Miscellaneous: Vice Mayor Sitoula read the upcoming events and meetings for May.

Citizen's Comments: Vice Mayor Sitoula wanted to recognize and thank all local government officials and staff for Public Service Recognition week which is May 2nd through May 8th.

With no further questions or comments, the meeting adjourned at 7:28pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: April 2021

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/12/21	Bridge Church 4179 Indian Head Highway			Change of Occupant - Church office space
4/23/21	Malkia Fogle 6 Shelton Court			Fence
4/27/21	Thrifty Wash – Jenny Chen 4360 Indian Head Highway			Demo of existing, damaged storage room
4/27/21	Empire Graphics, for: 4445 Indian Head Hwy, LLC 4445 Indian Head Highway			Sign for Energetics Technology Center
4/27/21	Fence & Deck Connection 122 - 130 Seldovia Drive			Decks on 5 new TH's under construction

USE & OCCUPANCY PERMITS;

4/14/21	Bridge Church 4179 Indian Head Highway			Change of Occupant Church office space
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TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary U & O Certificates were 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;

4/27/21	Empire Graphics, for: 4445 Indian Head Hwy, LLC 4445 Indian Head Highway			Sign for Energetics Technology Center
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TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 4/1/21 to 4/30/21

CASH BALANCE APRIL 1, 2021 \$81,280.67

REVENUES

General	44,130.44
Trash	46,479.11
Water & Sewer	76,424.02
Parks/Pavillion	240,556.48
Land	
Prior Year	

SUB-TOTAL 407,590.05

LGIP Transfer(s)	270,170.37
Bond Draw(s)	-
Money Market Interest	1.23

SUB-TOTAL 270,171.60

TOTAL REVENUES 677,761.65

EXPENDITURES

General	(68,587.43)
Trash	(25,640.54)
Sewer/Water	(140,135.69)
Parks/Pavillion	(388,979.67)

SUB-TOTAL (623,343.33)

OldLine & Blue/Payments Merchant Fee(s)	(100.00)
LGIP Transfer(s)	
Check Order	
Payroll	(50,692.25)
Wire Trans FICA, W/H Tax, Sales Tax	(19,590.05)

SUB-TOTAL (70,382.30)

TOTAL EXPENDITURES (693,725.63)

CASH BALANCE AS OF APRIL 30, 2021 \$65,316.69

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,264.98
BOARDWALK	126,648.09
SEWER/WATER FUND	42,960.92
REFUSE FUND	127,130.26
HIGHWAY USER	67,231.82
100 YEAR CELEBRATION	27,894.07

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 406,130.14

SEWER BOND (AMERICAN FUNDS) 100,100.59

TOTAL INVESTMENTS \$ 506,230.73