

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MAY 6, 2019
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

Andrea Brady, Town Clerk
Ginger Foster, Finance Officer
Karen Williams, Community Affairs

Town Manager Hick's was excused from this evening's meeting for a family obligation.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 31

Minutes: April 1st Town meeting minutes, April 11th FY20 budget hearing minutes and April 24th 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 2019 was read (attached).
- B. Finance Report** – The finance report for April 2019 was read (attached).
- C. Town Manager's Report** – Town Clerk Brady read the Town Manager's Report. The Town is waiting for MDE review to be completed for the Boardwalk project. Online bill pay is currently not operational. IT and the Town's software provider are addressing the issue. The Town purchased the old PNC bank through a Bond Bill to convert it into a Family Enrichment Center. The Town also applied for another Bond Bill to help with renovations. The blower replacement project at the Waste Water Treatment Plant was funded via MDE and the old blower has been removed and the new blower has been set in place. The new blower will be fully operational on or before May 15th. Specifications and cost opinion for the Village Green Restrooms project has been forwarded to SHA for their review. The Town has been going over specs and applying for permits to begin construction in Spring 2019. The Town is working on a Stormwater Ordinance and it is currently in the draft phase. The Town is looking to update the current building codes, zoning code and comprehensive plan. The annual budget hearing was held on April 11th and the budget is on the agenda to be adopted tonight. A flood study is underway in the Knotts and Teates neighborhoods. Field work has been completed and the Town is awaiting

recommendations from the engineering firm. The Town hopes to have that information by the end of the month. Paving repairs will take place around Town over the next few months. Councilman Smith asked about waiving the fees to pay over the phone. Town Clerk Brady explained that at this time residents are being charged \$4.25 as they would for online payments as opposed to the normal \$6 fee.

- D. Code Enforcement Report** – The Town issued 39 notices of violation during the month of April 2019. 6 inoperative/untagged vehicle violations, 10 rubbish & garbage violations, 1 opening burning violation, 1 electrical hazard violation, 13 grass & weeds violations, 6 property maintenance violations and 2 work without a permit violations. The Town performed 27 rental inspections during the month.
- E. Planning Commission Report** – The April Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – No report.
- G. Environmental Sustainability Report** – No report.
- F. Bureau of Fire Prevention** – Chief Williams reported that for the month of April the IHVFD had 22 fire responses, 15 first due and 7 mutual aid, 54 emergency medical responses, 125 hours of training and they installed 5 smoke detectors. Residents can contact Karen at the Town Hall or stop by the firehouse to leave their information to be added to the smoke detector installation list. The IHVFD has a car wash coming up on May 18th from 9am to 1pm, their installation banquet will be held on June 1st, and elections will be held this Thursday night for officers. A resident asked about having old fire extinguishers refilled. Chief Williams told the resident to empty the old extinguisher in their backyard to make sure it is empty before placing it in the trash and the to replace the old extinguisher because it is cheaper than having it refilled.
- G. Community Affairs** – No report.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Duley spoke about an increase in theft from vehicles, exclusively unlocked vehicles. Residents need to be sure to their lock doors and if you see anything unusual please call the non-emergency number. Officer Duley has had had issues with people trying to reach out directly to him or Karen instead of calling the department directly which can cause a substantial delay in response. Officer Duley reminded everyone to please always call the police first and then reach out to him directly afterwards.

Briefings: None

Presentations/Recognitions: Mayor Paulin read a proclamation in recognition of the 50th Anniversary of Municipal Clerks Week. Councilman Smith been a pleasure working together, has very small staff, when get time to recognize, or make amendment to get resources they need feels

rewarding. Councilman Smith made a motion to accept the proclamation; Vice Mayor Sitoula seconds the motion and agreed with the sentiments about the great staff. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays

Resolutions: None

Ordinances: Ordinance 04-01-11 which was introduced at the April 11th public hearing, was presented for adoption. It is 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 fiscal year 2020. The tax rate and all utilities fees remain the same. Mayor Paulin explained the recent ad in the Maryland Independent in reference to a real property tax increase. While the Council did not increase the tax rate for Town residents, the real property tax revenues will increase by 3.6% resulting in \$26,848 of new real property tax revenues. Mayor Paulin asked for any questions or comments in reference to the budget ordinance or the tax increase.

Without any comments, Councilman Smith made a motion to adopt Ordinance 04-01-19. Vice Mayor Sitoula seconds the motion. Motion carried by voice vote: 3-Ayes, 0-Nays. Ordinance 04-01-19 will become effective on July 1, 2019.

Ordinance 05-01-19 was introduced to the Mayor and Council. It is an Ordinance concerning utility bills for the purpose of providing for deferral of payment of certain utility bills for a certain duration under certain terms and conditions for certain Town property owners furloughed by the federal government; and generally related to payment of Town utility bills by individuals furloughed by the federal government. Ordinance 05-01-19 will be on the June 3rd agenda for adoption. The Ordinance will be available online for review, and contractors were included.

Petitions: None

Unfinished Business: None

New Business: The list of candidates for the 2019 Town Council election were ready. The candidates stood for recognition and residents were encouraged to speak with the candidates following the adjournment of the meeting. The election will be held on Tuesday, May 7th from 8am to 8pm at the Village Green Pavilion and it is open to residents living within the Incorporated Town of Indian Head who are registered to vote in the State of Maryland.

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

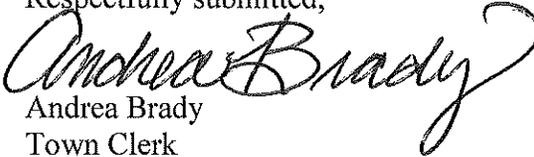
Citizen's Comments: Deidre Travis, Mattingly Avenue – Ms. Travis informed the Council that there are a couple of maple trees in Mattingly Park a couple that appear to have a disease. Town Clerk Brady will inform the Town Manager. Ms. Travis asked about a neighborhood watch. Officer Duley stated it can be discussed with Karen and the Town and he asked for a list of names of the residents interested since there has been a lack of interest previously, have lacked interest previously. Ms. Travis asked about the fees to make payments online and over the phone. Finance Officer Ginger Foster explained the fees.

Councilman Smith recognized Mike who films the Town meeting on behalf of himself and the Council and asked for him and his wife to stand for recognition.

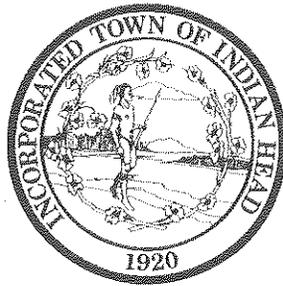
Vice Mayor Sitoula thanked the Town staff, especially the staff members behind the scenes, the public works department, and he thanked the police officers for their work and the residents for the opportunity to serve with the current Council.

With no further questions or comments, the meeting adjourned at 7:55pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: April 2019

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/24/19	Steven Alves 4 Pine Street			Shed
4/25/19	Margie Smith 1 Shelton Court			Shed

USE & OCCUPANCY PERMITS;

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

TEMPORARY USE & OCCUPANCY PERMITS;

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 were issued during the month of April.

TEMPORARY SIGN PERMITS;

Candidate Campaign signs:

Ron Sitoula
Dennis Scheessele

FINANCE REPORT 4/1/19 to 4/30/19

CASH BALANCE APRIL 1, 2019 \$187,311.55

REVENUES

General	412,150.39
Trash	36,288.52
Water & Sewer	57,566.69
Parks/Pavillion	1,797.10
Land	-

SUB-TOTAL 507,802.70

LGIP Transfer(s)	
Money Market Interest	3.63

TOTAL REVENUES 3.63 507,806.33

EXPENDITURES

General	(189,873.49)
Trash	(20,226.38)
Sewer/Water	(100,673.65)
Parks/Pavillion	(29,626.66)

SUB-TOTAL (340,400.18)

OldLine & Blue/Paymentus Merchant Fee(s)	(424.76)
LGIP Transfer(s)	
Check Order	-
Payroll	(48,675.38)
Wire Trans FICA, W/H Tax, Sales Tax	(29,265.90)

SUB-TOTAL (78,366.04)

TOTAL EXPENDITURES (418,766.22)

CASH BALANCE AS OF APRIL 30, 2019 \$276,351.66

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	208,437.05
BOARDWALK	542,614.82
SEWER/WATER FUND	42,900.93
REFUSE FUND	124,442.61
HIGHWAY USER	10,195.91
100 YEAR CELEBRATION	18,352.77

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 946,944.09

SEWER BOND (AMERICAN FUNDS)	111,037.61
-----------------------------	------------

TOTAL INVESTMENTS \$ 1,057,981.70