

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MAY 7, 2018
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 Officer
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 22

Minutes: April 2nd Town meeting minutes, April 12th public hearing minutes and April 25th 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 2018 was read (attached).
- B. **Finance Report** – The finance report for April 2018 was read (attached).
- C. **Town Manager's Report** – The Town is meeting with Critical Area on Tuesday to discuss the original CAC conditions and the approved/final sediment and erosion control plan for the Boardwalk project. Online bill pay is operational and the link is available on the Town's website. Please input your information exactly as it appears on your water bill. The Town is awaiting SHA approval for the Village Green Restrooms project. As of 7:30 tonight NEPA approval for the project was received. The FY19 Budget public hearing was held on April 12th and the Ordinance will be adopted tonight. The Town will be receiving \$200,000 Bond Bill to use towards the purchase of some property in Town to create a Youth Enrichment Center. Jennifer Drive storm drain and road repair work is complete and the road is now open. The WWTP Blower Replacement project funded via MDE will begin this month. The old Ely property has been sold and the new owner will be demolishing the building and leaving the warehouse to become the Velocity Center.
- D. **Code Enforcement Report** – The Town issued 49 notices of violation during the month of April 2018. 1 rental citation, 3 rental fines, 9 rental violations, 4 rubbish & garbage violations, 4 vehicle violations and 28 grass and weed violations. The Town performed 18 rental inspections for the month of April 2018.
- E. **Planning Commission Report** – The April Planning Commission meeting was canceled.
- F. **Parks and Recreation Report** – Councilman Smith reported that the Farmers Market is up and running. The first day was May 6th and it was well received. The Farmers Market will be

held on Sundays from 10am – 3pm and Thursdays from noon – 6pm. Come out and support the market!

- G. Environmental Sustainability Report** – Councilman Smith reported that the ESC held a cleanup at Slavins dock last month that went well, and they are working to keep the parks clean. The ESC is starting an effort to put trashcans throughout town to assist with litter. A resident mentioned that she received a citation for grass and has not received a call back from Code Enforcement. Town Manager Hicks explained that there will be a new Code Enforcement officer starting soon but he will meet with the resident to get her address, so he can investigate the violation himself.
- F. Bureau of Fire Prevention** – Chief Williams brought the Fire Departments new ladder truck for anyone who would like to see it. For the month of March, the IHVFD had 28 fire responses, 24 mutual aid, 4 in town, 22 medical responses and 100 hours of training. For the month of April, the IHVFD had 27 fire responses, 17 mutual aid, 10 in town, 24 medical responses and 125 hours of training. Chief Williams asked everyone to please keep in mind that the IHVFD will be working their way through the list of smoke detector requests, but it is taking some time since it is a volunteer organization. Last Friday the Ladies Auxiliary held their convention, and Becky Welsh, a local woman, got appointed as president. The new ladder truck first place for aerial apparatus in the parade annual convention parade. Councilman Smith stated that he knows a few men interested in volunteering and asked when how they should get in contact. Chief Williams suggested they come by the fire department on Thursdays during training at 7:30pm.
- G. Community Affairs** – Karen Williams reported that the 6th Annual Taste of Indian Head was held this past Saturday, May 6th. Bike to Work and Wellness Day will be held on May 18th starting at 7am, free admission. The Tri-County Council will have children's bikes at the event and the 5th graders will read their bike safety essays. People interested in attending the event can register online until May 11th to receive a free t-shirt. The Annual Village Green Flea Market has been restructured for this year. The Flea Market will be held every other Saturday, May through August. The first Flea Market of the season will be held on May 12th. This year's Flea Market is free, no permit fee will be collected. On May 30th the Town will hold its Annual Memorial Day ceremony and free luncheon. St. James Community Spaghetti dinners are held every other month in 2018, from 5pm to 6:30pm. The next opportunity is on Monday June 4th. Astronomy Night will be held on Friday June 22nd from 8:30pm – 10:30pm, free admission, free popcorn and glow sticks. End of School Kids Fun Night will be held on Thursday June 21st from 7pm – 9pm, free admission. Summer event flyers will be sent home through General Smallwood and IH Elementary School students soon.
- H. Charles County Recreation** – None
- I. Policing Report** – Corporal Bryant reminded everyone to watch out for the youths out playing in the nice weather. The Town is still having a large problem with people going into unlocked vehicles. Corporal Bryant reminded everyone to make sure to lock their vehicles, remove their valuables and report suspicious individuals. Corporal Bryant reported that the unit has undergone reorganization and he is going to Crime Prevention Unit. Officer Duley will be taking over. Officer Duley introduced himself to everyone and expressed how much he is looking forward to working in the Town. The Town Council presented Corporal Bryant with a Town seal expressing thanks for his service to the Town.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 04-01-18 which was introduced at the April Town meeting, was presented for adoption. It is an Ordinance concerning amendment of the Town's Personnel Ordinance as required by the Maryland Healthy Families Act. Mayor Paulin explained that the ordinance is required to make sure the Town is following state law for sick leave. Councilman Smith made a motion to adopt Ordinance 04-01-18. Vice Mayor Sitoula seconds the motion. Motion carried by voice vote: 3-Ayes, 0-Nays. Ordinance 04-01-18 will become effective on May 27, 2018.

Ordinance 04-02-18 which was introduced at the April 12th 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 2019. The tax rate and all utilities fees remain the same. Councilman Smith made a motion to adopt Ordinance 04-02-18. Vice Mayor Sitoula seconds the motion. Motion carried by voice vote: 3-Ayes, 0-Nays. Ordinance 04-02-18 will become effective on July 1, 2018.

Petitions: None

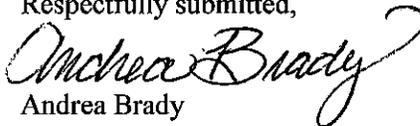
Unfinished Business: None

New Business: None

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

Citizen's Comments: Angel Gordon – Ms. Gordon asked the officers if there was a crime update for the break-ins that took place on Lookout Drive. Corporal Bryant did not have a current update on this incident at the time of the meeting and reminded that citizens to lock their vehicles. Ms. Gordon asked for a Boardwalk update. Town Manager Hicks stated that there is a meeting scheduled for Tuesday to discuss the original Critical Area Commission conditions and the approved/final sediment and erosion control plan. There are several things leading up to construction beginning, including the renewal of all expired permits and a kickoff meeting with the State. Once the Town receives the ok to move forward with construction, a groundbreaking will be held with the residents. Ms. Gordon mentioned the grocery store closing in Bryans Road. Councilman Smith stated that the Council has reached out to the Secretary of Commerce to get assistance with the process of getting a grocery store back into Bryans Road and encouraged her to attend the Farmers Market.

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

Respectfully submitted,

Andrea Brady
Town Clerk

FINANCE REPORT 4/1/18 to 4/30/18

CASH BALANCE APRIL 1, 2018 \$531,508.62

REVENUES	
General	5,435.67
Trash	38,563.39
Water & Sewer	76,387.20
Parks/Pavillion	5,320.50
Land	-
SUB-TOTAL	125,706.76
LGIP Transfer(s)	
Money Market Interest	30.49

TOTAL REVENUES 30.49 125,737.25

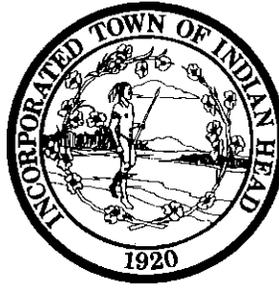
EXPENDITURES	
General	(99,874.54)
Trash	(15,160.65)
Sewer/Water	(109,966.38)
Parks/Pavillion	(9,000.30)
SUB-TOTAL	(234,001.87)

OldLine & Blue/Paymentus Merchant Fee(s)	(122.93)
LGIP Transfer(s)	
Check Order	-
Payroll	(42,768.20)
Wire Trans FICA, W/H Tax, Sales Tax	(21,234.40)
SUB-TOTAL	(64,125.53)

TOTAL EXPENDITURES (298,127.40)

CASH BALANCE AS OF APRIL 30, 2018 \$359,118.47

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	204,125.98
BOARDWALK	532,103.46
SEWER/WATER FUND	71,969.17
REFUSE FUND	121,868.89
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 930,067.50
SEWER BOND (AMERICAN FUNDS)	110,414.96
TOTAL INVESTMENTS	\$ 1,040,482.46



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: April 2018

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/04/18	Tri County Energy for: Donna Stone 7 Kenrick Court			Wood Stove
4/10/18	MAK Remodeling for: CBFT 4185 Indian Head Highway			Demo and replace existing sidewalks on front and side entrances
4/11/18	Sunrise Premiere Pool for: Mithat Cencki 314 Parran Lane			In ground Pool
4/13/18	D & T Properties 4690 Strauss Avenue	SFD – new construction		
4/19/18	Mervin Savoy 121 Jenkins Drive			Addition to existing deck
4/23/18	Harvey Pierce Jr 95 Riverside Run Drive			Fence

USE & OCCUPANCY PERMIT;

4/12/18	Mario Trespeces 4603 Indian Head Highway		T/A: Mario's Barber Shop	
4/23/18	Ifran Simsek 4629 Indian Head Highway		T/A: Best Granite & Marble	

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 were issued during the month of April.

TEMPORARY SIGN PERMITS;

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