

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JUNE 5, 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
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 63

Minutes: May 1st Town meeting minutes and May 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 May 2017 was read (attached).
- B. **Finance Report** – The finance report for May 2017 was read (attached).
- 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 and restriping will continue to take place around Town this month. If you would like to sign up for dual billing please fill out a form which can be located on the Town's website and at the Town Hall. No updated status to report as it relates to the Boardwalk. ARRO consulting will be performing GIS services for water, wastewater and storm water.
- D. **Code Enforcement Report** – The Town issued 195 notices of violation during the month of May 2017. 2 property maintenance violations, 2 premises identification violations, 19 vehicle violations, 5 rubbish & garbage violations, 2 temporary safeguard violations and 195 grass and weed violations. The Town performed 20 rental inspections for the month of May 2017.
- E. **Planning Commission Report** – The Planning Commission re-elected Michael Pellegrino as Chairman, discussed rules and regulations for meetings and discussed the Comprehensive Plan.

F. Parks and Recreation Report – Councilman Smith reported that the Indian Head Dance Program is still going strong and they plan to take the participants on trips this summer. A 5k color run is being added to the Big Day of Play and Parks and Rec is looking for sponsors for the event.

G. Environmental Sustainability Report – Councilman Smith reported that the ESC is still working on a Farmer’s Market and they are making good progress on the community garden. The Town has received a quote for a fence for the garden and will be getting wood for the raised beds. Recognition of the Adopt Park participants will take place tonight. The Town is sponsoring a solar coop information services for residents. The informational sessions will be held on June 27th at the Senior Center and July 12th at the Pavilion.

F. Bureau of Fire Prevention – Karen Williams read the report on behalf of Chief Williams. For the month of May, the IHVFD responded to 33 fire responses, 21 first due, 12 mutual aid and 29 medical responses. The IHVFD also completed 125 hours of training. The IHVFD held their annual awards and installation of officers banquet on Saturday, June 3rd. There was no change in officers. The department would like to congratulate Mayor Paulin on his Honorary Fire Chief award. Reminder that the only permitted fireworks in Maryland do not leave the ground and residents are asked to please leave the fireworks to the professionals. If you are in need of a smoke alarm please contact the IHVFD or Karen Williams to schedule a time for free installation.

G. Community Affairs – Karen Williams gave information on the Charles County Public School’s Lunch on Us program. The Village Green Flea Market started May 13th and will run through October 21st, 7am to 1pm. Charles County Hazardous Waste is the first Saturday of every month through December. Kids End of School Fun Night will be held on Thursday, June 22nd from 6:30pm to 8:30pm at the Village Green Pavilion. Astronomy Nights will be held in July and September. The Annual July 4th Celebration will be held on Tuesday, July 4th with the patriotic kickoff at 3:30pm. National Night Out will be held on Tuesday, August 1st from 6pm to 8pm. The Town will be holding a new event, Walk to End Alzheimer’s Crab Feast in partnership with AVSI. Grandparents/55 & Older Night will be held on Thursday, August 10th from 6pm to 8pm. Back to School Night will be held on Thursday, August 17th from 6:30pm to 8:30pm. Ms. Williams provided crime watch information on door to door solicitation. The Town requires a permit for any solicitation. The KOF Company out of Fredericksburg all checked out with law enforcement and the information going around on Facebook was not true. The company will be coming to the Town Hall to discuss getting a permit before further solicitation.

H. Charles County Recreation – No report.

I. Policing Report – No report.

Briefings: None

Presentations/Recognitions: 4th Graders Kayla, Alyssa, Kimberly, Michael, Bianca, Katie and Estella read their “If I Were Mayor” essays. 5th Grader Hayli read her Bike Safety essay. Teachers, Megan Yealy, Lauren Bonn, Hattie Cummings and Carolyn Correll introduced the students before they read their essays.

A proclamation for Parks and Recreation Month and recognition of the Adopt-a-Park groups, Girl Scout Troop 347 and Alpha Kappa Alpha Sorority, Inc. was presented to Mayor and Council. Vice Mayor Sitoula made a motion to pass the proclamation; Councilman Smith seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays. Councilman Smith presented both groups with a copy of the proclamation and thanked them for their work to keep Mattingly Park and Francis and Gladys Simmons Park safe and beautiful.

Resolutions: None

Ordinances: Ordinance 06-01-17 was introduced. It is an Ordinance concerning Environmentally Sustainable Procurement for the purpose of providing for consideration of matters of environmental sustainability in certain procurements for the Town of Indian Head; and matters generally related to an environmental sustainability procurement policy for the Town of Indian Head. The Ordinance will be on the July 3rd agenda for adoption.

Petitions: None

Unfinished Business: None

New Business: None

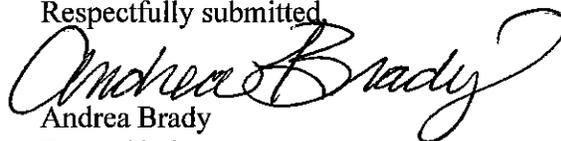
Miscellaneous: Mayor Paulin read the upcoming May events and meetings.

Citizen's Comments: Councilman Smith congratulated the 2017 graduates and promoted students and encouraged them to continue learning all year. The local library has great programs to help continue learning throughout the year. Councilman Smith asked residents how the Council can improve things and get people more involved in local activities and encouraged residents to contact the Council with their input.

Nicholas Steward of PeakeNet Broadband stated that he would like to inform the Council and the community of his company's intention to bring high speed broadband to the Town. Mr. Steward said he sent the Council information on Friday and he was at the meeting in case they had any questions or anything they would like to discuss. Councilman Smith explained that the Council does not usually hold lengthy discussions during the citizen's comments portion of the Town meeting and he encouraged Mr. Steward to schedule a meeting for a later date for follow up.

With no further questions or comments, the meeting adjourned at 8:24 pm.

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
5/15/17	Mary Armstrong 21 Potomac Avenue			Shed
5/16/17	Brian Dennis 22 Potomac Avenue			Fence
5/17/17	So. MD Sundeck Co. for: Dan & Andrea Schultz 10 Pine Street			Deck
5/19/17	Thompston Management for: Christina Laury 24 Kearney Way			Deck

USE & OCCUPANCY PERMIT;

5/24/17	Town of Indian Head 4185 Indian Head Highway	T/A: Chesapeake Bay Floating Theatre		Black Box Theatre & 2 nd floor office space
5/24/17	Town of Indian Head 4185 Indian Head Highway	T/A: Chesapeake Bay Floating Theatre 2 nd floor office space – Energetics Technology Center, Inc.		Change of Occupant -
5/31/17	Parkin Real Estate, LLC 4618 Indian Head Highway	T/A: Potomac Animal Wellness Services		Sign
5/31/17	Mid Atlantic IRA, LLC 29 Sixth Street	SFD		

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of May.

GRADING PERMITS;

5/23/17 Leonard Delozier
60 Poplar Lane

Concrete Pad - under
existing carport

5/23/17 Leonard Delozier
60 Poplar Lane

Remove Tree

SIGN PERMITS;

5/31/17 Town of Indian Head
4195 Indian Head Highway

Various locations

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 5/1/17 to 5/31/17

CASH BALANCE MAY 1, 2017 \$443,260.68

REVENUES	
General	31,579.39
Trash	92,301.52
Water & Sewer	200,192.38
Parks/Pavillion	2,255.50
Land	-
SUB-TOTAL	326,328.79
LGIP Transfer(s)	3.78
Money Market Interest	113.42

TOTAL REVENUES 117.20 326,445.99

EXPENDITURES	
General	(74,352.66)
Trash	(17,987.13)
Sewer/Water	(72,445.95)
Parks/Pavillion	(10,341.40)
SUB-TOTAL	(175,127.14)

PNC & Blue Merchant Fee(s)	-
Credit Card Machine	-
LGIP Transfer(s)	-
Check Order	-
Payroll	(37,753.57)
Wire Trans FICA, W/H Tax, Sales Tax	(31,436.13)
SUB-TOTAL	(69,189.70)

TOTAL EXPENDITURES (244,316.84)

CASH BALANCE AS OF MAY 31, 2017 \$525,389.83

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	202,050.17
BOARDWALK	526,692.36
SEWER/WATER FUND	71,237.37
REFUSE FUND	120,629.60
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 920,609.50

SEWER BOND (AMERICAN FUNDS) 105,742.47

TOTAL INVESTMENTS \$ 1,026,351.97

The Town's FY16 audit is complete. The financial statements present fairly and the report is available at the Town Hall if you would like to view it.