

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JUNE 7, 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: 0**

Minutes: May 3rd Town meeting minutes and May 26th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Mayor Paulin 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 was read. (See attached)
- B. **Finance Report** – The finance report for May was read. (See attached)
- C. **Town Manager's Report** – Town Manager Hicks gave an update on stormwater/MS4.
 - **Indian Head's Stormwater Permit:** As an active MS4 Permit holder through the State of Maryland, the Town must effectively prohibit pollutants in stormwater discharges or other unauthorized discharges into the MS4 as necessary to comply with Maryland's receiving water quality standards.
 - **Public Education and Involvement:** We have posted a stormwater survey and other stormwater related materials on the Town website. We encourage the public including residents and businesses to participate in the survey. The goal of this survey is to raise stormwater awareness, involve the public in the stormwater program, and gather feedback from participants. Hard copies and/or alternative methods of distribution of these materials will also be made available for those that require accommodations through the Town office.
 - **Illicit Discharge Reporting and Pollution Prevention:** Federal regulations define an illicit discharge as "...any discharge to an MS4 that is not

composed entirely of stormwater.” This can include household cleaners, law products, trash, and organic debris. We as the public to not contaminate our stormwater system with items such as these. Please do not dispose of grass clippings in the street as they could inadvertently clog out stormwater inlets. The Town has illicit discharge reporting information on the Town’s Stormwater (MS4) page. If you witness illicit discharge, please fill out the illicit discharge form or please call the Town office at 301-743-5511.

- 2019-2020 Annual Report and Comments: The Town submitted its annual stormwater report for the 2019-2020 reporting cycle in September 2020 via electronic submission to MDE. All questions and comments from the public should be communicated to the Town office at 301-743-5511. The report is available for review through the Town office.

D. Code Enforcement Report – The Town issued 27 notices of violation for the month of May. 6 grass and weeds violations, 1 grass and weeds fine, 1 rubbish and garbage violation, 1 rubbish and garbage citation, 3 rental license violations, 1 rental license fine, 3 property maintenance violations, 1 property maintenance fine, 3 property maintenance citations, 5 inoperative/untagged vehicle violations and 2 inoperative/untagged vehicle fines. The Town completed 21 rental inspections and cleared 17 violations for the month of May.

E. Planning Commission Report – The May Planning Commission meeting was canceled.

F. Bureau of Fire Prevention – No report

G. Community Affairs – Karen Williams gave information on upcoming events. The 2nd dose vaccination clinic will be held Saturday, June 12th from 10am to 2pm. Eligibility questions call 301-609-6717. Charles County Health Department walk up vaccination clinics will be held on Mondays in June, contact the Health Department with any questions. The Village Green Pavilion is undergoing repairs and will reopen for rentals and usage in August 2021. The Town is working on the July 4th celebration which will be held on Sunday, July 4th starting around 4pm. The Charles County Care Cabana is open Mon, Wed, Fri. Ms. Williams gave information on Charles County Public Schools free meals and summer meals program. The Town is working on the September 25, 2021, 101st celebration with a parade and opening ceremony starting at 10am and the event will end with fireworks. Councilman Albright suggested having the Baptist Church help get the classic cars involved. Karen is working with local car clubs to line up cars for the parade and asked for any contacts the Council may have.

H. Charles County Recreation – No report

I. Policing Report – No report. Mayor Paulin expressed his thanks for Officer Curtis’s time with the Town. Corporal Justin Alpert will be the Town’s new COPS officer.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 04-11-21, introduced at the April Town meeting, is an Ordinance concerning Critical Area Map for the purpose of repealing the Town's existing Critical Area Map and adopting a new Critical Area Map for the Town of Indian Head. The public hearing to discuss these proposed changes was held this evening at 6:30pm and the Ordinance is on this evening's agenda for adoption. Vice Mayor Sitoula made a motion to adopt Ordinance 04-11-21, Councilman Albright seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 05-01-21, introduced at the April 22nd public hearing, 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 the fiscal year 2022. All rates and taxes remain the same. The Ordinance is on this evening's agenda for adoption. Vice Mayor Sitoula made a motion to adopt Ordinance 05-01-21, Councilman Albright seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

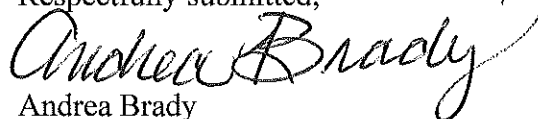
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for June. Mayor Paulin gave information on free COVID vaccinations that will take place at the Bryans Road Shopping Center June 8 to June 13th. Tuesday – Friday, noon – 8pm. Saturday – Sunday, 10am – 6pm. For more information contact the Charles County Health Department at 301-609-6717 or 301-609-6777. Mayor Paulin gave the following information on Lackey High School athletics, summer workouts will begin on Monday, June 21. Female lifting sessions will be held Monday, Tuesday, Wednesday, Thursday, 4pm – 5pm. Male lifting sessions will be held Monday, Tuesday, Wednesday, Thursday, 5pm – 8pm. In addition to lifting weights, football, cheerleading, boys/girls soccer, volleyball, and boys/girls basketball will have sport specific training this summer.

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:23pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
05/05/21	KP Contracting, for: Sharon Middleton 27 Lookout Drive			Deck
5/17/21	Southern MD Homebuyers 14 Chinaberry Lane			Finish Basement
5/21/21	Solar Energy World, for: Stephen Andrews 33 Park Square Drive			Solar Panels

USE & OCCUPANCY PERMITS;

5/10/21	Turnout Holdings 4085 Stepney Place			SFD - Renovated with an addition
---------	--	--	--	-------------------------------------

TEMPORARY USE & OCCUPANCY PERMITS;

5/14/21	NVR Inc, Ryan Homes 110 Seldovia Drive		Townhome	
---------	---	--	----------	--

DEMOLITION PERMITS;

No Demolition permits were issued during the month of May.

GRADING PERMITS;

No Grading permits were issued during the month of May.

SIGN PERMITS;

No Sign permits were issued during the month of May.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 5/1/21 to 5/31/21

CASH BALANCE MAY 1, 2021 \$65,316.69

REVENUES

General	143,550.19
Trash	98,273.37
Water & Sewer	191,446.88
Parks/Pavillion	53,503.70
Land	
Prior Year	
SUB-TOTAL	486,774.14

LGIP Transfer(s)	-
Bond Draw(s)	-
Money Market Interest	1.94
SUB-TOTAL	1.94

TOTAL REVENUES 486,776.08

EXPENDITURES

General	(50,343.04)
Trash	(20,373.61)
Sewer/Water	(68,917.74)
Parks/Pavillion	(32,306.43)
SUB-TOTAL	(171,940.82)

OldLine & Blue/Payments Merchant Fee(s)	(2,460.22)
LGIP Transfer(s)	
Check Order	
Payroll	(52,781.91)
Wire Trans FICA, W/H Tax, Sales Tax	(32,170.25)
SUB-TOTAL	(87,412.38)

TOTAL EXPENDITURES (259,353.20)

CASH BALANCE AS OF MAY 31, 2021 \$292,739.57

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,265.94
BOARDWALK	26,072.06
SEWER/WATER FUND	42,963.83
REFUSE FUND	127,138.89
HIGHWAY USER	67,236.38
100 YEAR CELEBRATION	27,895.96
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 305,573.06

SEWER BOND (AMERICAN FUNDS)	100,000.00
TOTAL INVESTMENTS	\$ 405,573.06

TOTAL INVESTMENTS \$ 405,573.06