

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JULY 1, 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

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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 14

Mayor Paulin asked everyone to keep the Hamrick Family in their prayers after Porter's passing. The Town flag will be lowered for the week in his honor.

Minutes: June 3rd Town meeting minutes and June 19th 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 reports for May and June were read. (See attached)
- B. Finance Report** – The finance reports for May and June were read. (See attached)
- C. Town Manager's Report** – The Town is waiting for the schedule of approval from the Maryland Board of Public Works for the Boardwalk project. Online bill pay is fully operational. The Town purchased the old PNC bank building to convert it into a Family Enrichment Center via a Bond Bill. The Town applied for another Bond bill to help with renovations. The Town received word on May 20th that the funds are authorized to begin construction. PNC will be relocating the ATM into the parking lot within the next few months. The new blower from the Waste Water Treatment Plan Blower Replacement Project is fully operational. The project was funded via MDE. The Soil Conservation District review of the Village Green restrooms project is complete, and the plans have been approved. The Town is working on a stormwater ordinance that is in the draft phase. The Town is looking into updating the current building codes, Zoning Ordinance and Comprehensive Plan. The draft Zoning Ordinance has been sent to the Critical Area for review. The building codes are being placed in ordinance form for the Council's review. The flood study in the Knotts and Teates areas has been completed and it is on the July work session agenda. The Town

has a free intern in the Town Hall through the Tri County Council of Southern Maryland, and her name is De'ja Tunstall.

- D. Code Enforcement Report** – The Town issued 30 notices of violation during the month of June. 7 grass and weeds violations, 1 rubbish and garbage violation, 2 work without a permit violations, 3 rental license violations, 1 property maintenance violation, 1 nuisance violation, 1 zoning/livestock violation, 4 grass and weeds fines, 1 work without a permit fine, 2 property maintenance fines, 1 grass and weeds citation, 2 rubbish and garbage citations and 4 property maintenance citations. The Town also performed 60 rental inspections.
- E. Planning Commission Report** – The Planning Commission discussed the TCMX zone. They will discuss the topic further at a joint meeting with the Town Council.
- F. Parks and Recreation Report** – Councilman Smith spoke about the Juneteenth celebration held by the Alpha Kapa Alpha sorority on June 15th at Simmons Park, and recognized the Town's first Airbnb owned by Mr. & Mrs. Travis on Mattingly Avenue.
- G. Environmental Sustainability Report** – No report.
- H. Bureau of Fire Prevention** – Karen gave a report on behalf of Chief Williams and remind everyone to leave the fireworks to the professionals and follow all MD laws. Only ground based fireworks are legal. Porter Hamrick recently passed, gave visitation info & service info. Visitation will be held at the I.H. Volunteer Fire Department & Rescue Squad at 4095 Indian Head Highway on Friday, July 6 from 4:00pm-8:00pm with a Firemen's Prayer Service at 7:00pm. The Funeral will be held at I.H. Baptist Church at 27 Raymond Avenue on Saturday, July 7 at 10:00am.
- I. Community Affairs** – The Town's Annual 4th of July event will be held on Thursday, July 4th starting at 3:30pm with a Patriotic Kick Off at the fountain. Further event details can be found on flyers at the meeting or Town Hall lobby and event details are also available online. Thursday, July 4th event starting at 3:30pm with Patriotic Kick Off at the fountain. Gave additional event details (find on the flyer). Fireworks will start after 9pm at dark, if it rains and causes a cancellation, the fireworks would be held on Friday the 5th. Ms. Williams gave information on the County's Lunch on Us program which runs through August 16th. It is held Monday through Friday at Woodland Village Park and Charles Landing Apartments (Jameson Court) for bagged lunches but you do have to eat the lunch on site.
- J. Charles County Recreation** – No report.
- K. Policing Report** – Officer Duley spoke about the virtual crime watch brochure that is available, and it is a program the Sheriff's Office is partnering in with crimereports.com to allow citizens to register their home cameras which will allow the Sheriff's Office to look at a map of areas with registered cameras to allow them to get in touch with citizens to review footage in case of a crime. Officer Duley shared

information on an armed robbery that happened June 25th on Shelton Court. The robbery involved a gentleman making contact with a seller for an online transaction of an iPhone. When the purchaser showed up to pay for the iPhone he was robbed. Officer Duley told everyone that they need to go somewhere very visible and public when making an online purchase in person. On June 23rd there was a shed burglary on Thompson Lane and the shed was unlocked. Officer Duley asked everyone to make sure to lock and secure their property. Officer Duley spoke about the danger of accidents involving pedestrians on July 4th and suggested when walking to the site wear bright articles or reflective clothing to make yourself more visible. The complaint about the golf cart from last meeting was addressed and the gentleman has not been seen on the road on his golf cart since Officer Duley spoke with him.

Briefings: None

Presentations/Recognitions: A proclamation for Juneteenth was presented to the Council. Following the reading of the proclamation, the Council requested it be edited to eliminate the repeated sections. Councilman Smith made a motion to accept the proclamation with the requested changes; Mayor Paulin seconds the motion. The proclamation was approved as by voice vote: 3-Ayes, 0-Nays

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: Sheila Zattau with AVSI, shared information on the 3rd year Team Handsome Dad will be partnering with the Town and the MAC to put on the annual Crab Feast, benefitting the Alzheimer's Association. The event will be held on August 3rd at the Pavilion from 1pm to 5pm. Soul Patch will be the live entertainment. The event has all you can eat crabs, beer and there will be hotdogs. Tickets are \$45 ahead of time and \$55 at the door. Ms. Zattau encouraged everyone to get their tickets early because they do sell out. All proceeds go to the Alzheimer's Association and you can sponsor a marine to attend.

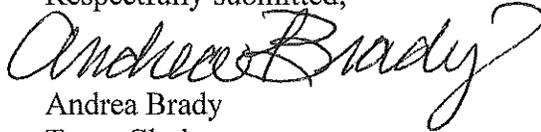
Penny Drinkard with AVSI, gave information on their local business and the immediate openings they have for hire. Further information can be found on the AVSI website, and the openings are listed on the Town's website under employment opportunities and there is a link in the sidebar on the main page of the Town's website. AVSI is located at 4165 I.H. Hwy, next to Hilltop Salon.

Jeannette McCants – Ms. McCants suggested the Juneteenth proclamation should have been presented in June. Councilman Smith explained that the event was held prior to the proclamation,

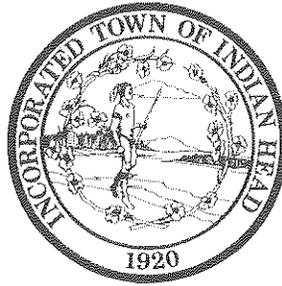
and he wanted to add the sorority to it before it was presented. Ms. McCants spoke about a meeting that was held last week and discussed her confusion over the Family Enrichment Center being called both a recreation center and a community center at that meeting by Commissioner Collins. Mayor Paulin provided clarification that it is a Family Enrichment Center. When Ms. McCants asked for information on what will be offered at the Center, Mayor Paulin explained that since the building has not yet moved into the construction phase they have not yet put together program details, but the Town is partnering with the United Way of Charles County on what will be offered there. The Council hopes to have a mix of human services and youth activities. Ms. McCants asked what she should do if she is having difficulty reaching the IHVFD via their non-emergency line. Ms. Williams suggested contacting the Sheriff's Department's non-emergency line and they can help her get in touch with the appropriate services.

With no further questions or comments, the meeting adjourned at 8:00pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Andrea Brady". The signature is written in black ink and is positioned above the printed name and title.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

| <i>DATE</i> | <i>NAME</i> | <i>RESIDENTIAL</i> | <i>COMMERCIAL</i> | <i>OTHER</i> |
|-------------|--|------------------------|-------------------|-------------------|
| 5/2/19 | Remodel USA, for: Colin Sutherland 15 Rivers Edge Terrace | | | Remodel Bathroom |
| 5/2/19 | Tri County Energy, for: Julion & Annette Frazier 4674 Strauss Avenue | | | Pellet Stove |
| 5/6/19 | Mark & Connie Lagana 3 Woodsome Drive | | | Above Ground Pool |
| 5/7/19 | Renewable Energy, for: Larry Brown 4100 Arthur Ross Place | | | Solar Panels |
| 5/8/19 | KP Contracting, for: Teresa Miller 2 Oak Road | | | Deck |
| 5/15/19 | Toepfer Construction, for: Hampstead Charles Landing Partnership 26 Jameson Court | | | Fire Restoration |
| 5/15/19 | Mil-Mar & Son Builders, for: James & Betty Palmer 31 Sixth Street | Single Family Dwelling | | |
| 5/15/19 | NRG Associates 3 Oakside Lane | | | Roof Replacement |
| 5/15/19 | NRG Associates 38 Chinaberry Lane | | | Roof Replacement |
| 5/20/19 | Martinez Gray 4400 Strauss Avenue | | | Fence |

USE & OCCUPANCY PERMITS;

| | | | | |
|---------|------------------------------------|--|--|---------------|
| 5/23/19 | Paul Vanesse 102 Beecher Avenue | | | SFD – repairs |
| 5/29/19 | K & N Properties 7 Gering Court | | | SFD - remodel |

TEMPORARY USE & OCCUPANCY PERMITS;

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;

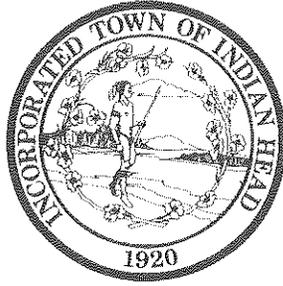
5/15/19 Mil-Mar & Son Builders, for: Single Family Dwelling
James & Betty Palmer 31 Sixth Street

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.



Town of Indian Head, Maryland

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

BUILDING PERMITS;

| <i>DATE</i> | <i>NAME</i> | <i>RESIDENTIAL</i> | <i>COMMERCIAL</i> | <i>OTHER</i> |
|-------------|-------------|--------------------|-------------------|--------------|
|-------------|-------------|--------------------|-------------------|--------------|

No Building Permits were issued during the month of June.

USE & OCCUPANCY PERMITS;

| | | | | |
|----------|-----------------------------|--|--|------|
| 6//19/19 | Teresa Miller 2 Oak Road | | | Deck |
|----------|-----------------------------|--|--|------|

| | | | | |
|----------|---|-----|--|--|
| 06/19/19 | D & T Properties 4690 Strauss Avenue | SFD | | |
|----------|---|-----|--|--|

TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of June.

GRADING PERMITS;

No Grading permits were issued during the month of June.

SIGN PERMITS;

No Sign permits were issued during the month of June.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 5/1/19 to 5/31/19

CASH BALANCE MAY 1, 2019 \$276,351.66

| | | |
|-----------------------|------------|--|
| REVENUES | | |
| General | 135,411.13 | |
| Trash | 90,892.69 | |
| Water & Sewer | 177,618.60 | |
| Parks/Pavillion | 4,851.30 | |
| Land | - | |
| SUB-TOTAL | 408,773.72 | |
| | | |
| LGIP Transfer(s) | | |
| Money Market Interest | 0.62 | |

TOTAL REVENUES 0.62 408,774.34

| | | |
|--|--------------|--|
| EXPENDITURES | | |
| General | (66,360.81) | |
| Trash | (17,861.76) | |
| Sewer/Water | (45,891.88) | |
| Parks/Pavillion | (27,908.69) | |
| SUB-TOTAL | (158,023.14) | |
| | | |
| OldLine & Blue/Paymentus Merchant Fee(s) | (307.70) | |
| LGIP Transfer(s) | | |
| Check Order | - | |
| Payroll | (50,652.84) | |
| Wire Trans FICA, W/H Tax, Sales Tax | (21,753.32) | |
| SUB-TOTAL | (72,713.86) | |

TOTAL EXPENDITURES (230,737.00)

CASH BALANCE AS OF MAY 31, 2019 \$454,389.00

| | |
|------------------------------------|-----------------|
| OLD LINE INVESTMENT ACCOUNTS | |
| PARK FUND | 208,862.33 |
| BOARDWALK | 543,721.93 |
| SEWER/WATER FUND | 42,988.46 |
| REFUSE FUND | 124,696.51 |
| HIGHWAY USER | 10,216.71 |
| 100 YEAR CELEBRATION | 18,390.21 |
| TOTAL OLD LINE INVESTMENT ACCOUNTS | \$ 948,876.15 |
| | |
| SEWER BOND (AMERICAN FUNDS) | 111,037.61 |
| TOTAL INVESTMENTS | \$ 1,059,913.76 |

FINANCE REPORT 6/1/19 to 6/30/19

CASH BALANCE JUNE 1, 2019 \$454,389.00

REVENUES

| | |
|-----------------|------------|
| General | 138,295.72 |
| Trash | 18,304.91 |
| Water & Sewer | 40,940.75 |
| Parks/Pavillion | 3,281.00 |
| Land | - |

SUB-TOTAL 200,822.38

| | |
|-----------------------|------------|
| LGIP Transfer(s) | 100,000.00 |
| Money Market Interest | 0.30 |

TOTAL REVENUES 100,000.30 300,822.68

EXPENDITURES

| | |
|-----------------|--------------|
| General | (79,671.19) |
| Trash | (22,954.83) |
| Sewer/Water | (205,877.34) |
| Parks/Pavillion | (13,902.16) |

SUB-TOTAL (322,405.52)

| | |
|--|-------------|
| OldLine & Blue/Paymentus Merchant Fee(s) | (1,063.31) |
| LGIP Transfer(s) | (9,000.00) |
| Check Order | - |
| Payroll | (40,957.89) |
| Wire Trans FICA, W/H Tax, Sales Tax | (19,681.58) |

SUB-TOTAL (70,702.78)

TOTAL EXPENDITURES (393,108.30)

CASH BALANCE AS OF JUNE 30, 2019 \$362,103.38

OLD LINE INVESTMENT ACCOUNTS

| | |
|----------------------|------------|
| PARK FUND | 209,304.47 |
| BOARDWALK | 444,872.95 |
| SEWER/WATER FUND | 43,079.45 |
| REFUSE FUND | 124,960.48 |
| HIGHWAY USER | 10,238.33 |
| 100 YEAR CELEBRATION | 27,429.14 |

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 859,884.82

| | |
|-----------------------------|------------|
| SEWER BOND (AMERICAN FUNDS) | 115,575.20 |
|-----------------------------|------------|

TOTAL INVESTMENTS \$ 975,460.02