

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JULY 2, 2018
VILLAGE GREEN PAVILION**

Mayor Paulin called the meeting to order at 7:30pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor

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

Minutes: June 4th Town meeting minutes and June 27th 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: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** – The permits report for June 2018 was read (attached).
- B. **Finance Report** – The finance report for June 2018 was read (attached).
- C. **Town Manager's Report** – The Town held a meeting with the Critical Area Commission to discuss the original CAC conditions and the approved/final sediment and erosion control plan for the Boardwalk project and the Town has received approval from Charles County Soil Conservation District last month. Online bill pay is operational and a link is available via the Town's website. Please input the information exactly as it appears on your bill. The Town held a meeting with SHA on the Village Green Restrooms project last month and the project is moving forward. The Town will be receiving a \$200,000 bond to use towards the purchase of some property in Town to create a Youth Enrichment Center. The Town is looking to purchase the old PNC building for \$265,000. The paving and concrete work on Jennifer Drive is scheduled to take place this month. The Town is scheduled to hold a pre-construction meeting at the Waste Water Treatment Plant for the Blower Replacement project on July 13th. The project is funded via MDE. Demolition of the old Ely property will begin around early August. After numerous accidents at the Woodland Drive and Strauss Avenue intersection, the Town will be converting that location and the location of Strauss Avenue and Arthur Ross Place into four way stops. The work will be completed by the end of the month.
- D. **Code Enforcement Report** – The Town issued 51 notices of violation during the month of June 2018. 8 rubbish & garbage violations, 5 vehicle violations, 28 grass and weed violations, 3 property maintenance violations, 4 premises identification violations, 1 rental

license violation, 1 work without a permit violation and 1 unfit structure violation. The Town performed 3 rental inspections for the month of June 2018.

- E. Planning Commission Report** – The Planning Commission approved the Plat of Consolidation for Parcel 311, Lot 1 & 2 (31 Sixth Street).
- 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 May, the IHVFD had 23 fire responses, 8 mutual aid, 15 in town, 46 medical responses and 150 hours of training. For the month of June, the IHVFD had 27 fire responses, 16 mutual aid, 11 in town, 37 medical responses, 125 hours of training and installed 5 smoke detectors. Chief Williams reminded everyone of the importance of summertime safety. In accordance with Maryland Fire Law, charcoal grills and fire pits are not permitted on balconies. Each year the United States Fire Administration reports approximately 11,000 visits to the emergency room due to fire related injuries during the 4th of July and there were almost 18,000 fires caused by fireworks in 2017 alone. Chief Williams reminded everyone that only sparklers, fountains, wheels and spinners are legal in Maryland. Chief Williams also discussed heat related emergencies, with the three types being, heat cramps, heat exhaustion and heat stroke. With weather like this, take breaks and stay hydrated.
- G. Community Affairs** – No report.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Duley stated that there were no real crime trends to report but there are still thefts from vehicles and people are not locking their car doors and not removing valuables. Remember to also lock the doors to your house. Officer Duley has been working on speeding issues on Strauss Avenue and on Indian Head Highway from the Base. Got the speed limit signs cleared and has noticed a reduction of speed so far. Officer Duley reminded everyone that if you have a case with the sheriff's office, don't call directly back to the officer again, make sure to call the non-emergency line or 911 if it is an emergency to make sure you receive a response immediately.

Briefings: None

Presentations/Recognitions: A proclamation in recognition of National Farmers Market Week was presented to the Mayor and Council. Vice Mayor Sitoula made a motion to approve the proclamation as presented. Mayor Paulin seconds the motion. The proclamation was approved by voice vote: 2-Ayes, 0-Nays.

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

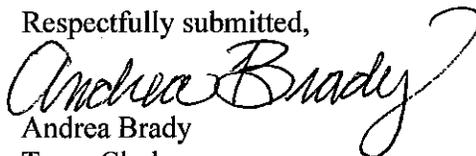
Miscellaneous: Mayor Paulin read the upcoming July and August events and meetings. Town Manager reiterated no yard waste pick up and recycling will be on Friday as opposed to Thursday due to the holiday.

Citizen's Comments: Warren Bowie, 9 Maple Street – Mr. Bowie stated that he sent a letter about the situation on McWilliams. Mr. Bowie stated that whenever there is a change in occupant, they put a large amount of bulk items out and he wanted to know if there is there something in the ordinance that the Town can enforce, or some kind of time limit to allow the trash to be out. Town Manager Hicks explained that in the event of an eviction, the tenant has 72 hours to garner their items, after that the owner of the property is supposed to take care of the situation. If the owner does not address the issue, Town Manager Hicks stated that the Town will do as we did for the last complaint and issue a violation and then pick up the items and lien the property for the pickup. Mr. Bowie stated that when a car is exiting Dogwood onto 210 there is a large evergreen bush and tree that protrudes and needs to be taken care of to allow drivers to see. Mr. Bowie also asked if the Town Manager could ask that trash people put lids back on the cans. Mr. Bowie expressed concern over never seeing new business or old business listed on the agenda and asked where the Council's decisions are being made and why not bring items to the public to get some input. Mayor Paulin explained the process with the PNC decision and the bond bill process, and stated that the Council had spoken about this at Town meetings but more in depth at the work sessions. Mr. Bowie stated that it would be good to hear how these decisions come about at the Town meetings.

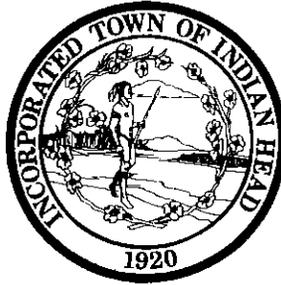
Vice Mayor Sitoula stated that with the events of the shooting at the Gazette, on behalf of the Council he would like to express condolences and thank the reporters for all the hard work done day in and day out, and being at risk doing the job. Vice Mayor Sitoula thanked local reports and stated he would pray for their safety, and he hopes the community can come together to end violence.

With no further questions or comments, the meeting adjourned at 7:51pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

No Building permits issued during the month of June.

USE & OCCUPANCY PERMIT;

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

TEMPORARY USE & OCCUPANCY PERMIT;

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;

6/15/18 Loraine Hennessy
Temporary Campaign – Various locations

FINANCE REPORT 6/1/18 to 6/30/18

CASH BALANCE JUNE 1, 2018 \$433,025.69

REVENUES

General	134,810.57	
Trash	10,739.37	
Water & Sewer	18,000.74	
Parks/Pavillion	2,299.00	
Land	-	
SUB-TOTAL		165,849.68

LGIP Transfer(s)		
Money Market Interest	27.44	

TOTAL REVENUES 27.44 165,877.12

EXPENDITURES

General	(80,253.13)	
Trash	(20,590.63)	
Sewer/Water	(71,862.28)	
Parks/Pavillion	(16,250.46)	
SUB-TOTAL		(188,956.50)

OldLine & Blue/Paymentus Merchant Fee(s)	(1,697.54)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(55,835.55)	
Wire Trans FICA, W/H Tax, Sales Tax	(23,626.81)	
SUB-TOTAL		(81,159.90)

TOTAL EXPENDITURES (270,116.40)

CASH BALANCE AS OF JUNE 30, 2018 \$328,786.41

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	204,709.56
BOARDWALK	533,624.74
SEWER/WATER FUND	42,133.83
REFUSE FUND	122,217.30
HIGHWAY USER	10,013.69
100 YEAR CELEBRATION	18,024.65
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 930,723.77

SEWER BOND (AMERICAN FUNDS)	110,414.96
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TOTAL INVESTMENTS \$ 1,041,138.73