

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, AUGUST 2, 2016  
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: 23**

**Minutes:** July 5<sup>th</sup> Town meeting minutes and July 27<sup>th</sup> work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented; Councilman Smith 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 July 2016 was read (attached).
- B. Finance Report** – The finance report for July 2016 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 needed to for the Board of Zoning Appeals, Planning Commission, Ethics Commission, Parks & Recreation Commission and the 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. Broadband construction to begin this month. TAP Grant, Village Green restrooms construction to begin at the end of this month. The Town has received its designation at a Sustainable Community and has begun applying for grants. The Urban Land Institute study will take place on September 20<sup>th</sup> and 21<sup>st</sup>. Atlantic Kayak is open for business in the old Up the Creek location. Calls have been placed to SHA about the Boardwalk project and the Town hopes to have an answer this month. Crosswalk repairs along route 210 will take place this Friday, August 5<sup>th</sup> through Monday, August 8<sup>th</sup>. Indian Head Day at the Blue Crabs stadium will take place August 20<sup>th</sup>. Additional information will be posted on the Town's website. The Town hopes to have online bill pay up and running by the next billing cycle.
- D. Code Enforcement Report** – The Town issued 82 violations during the month of July 2016. There were 2 property maintenance violations, 6 trash and debris violations, 1

vehicle violation, 2 swimming pool/swimming pool enclosure violations, and 71 grass & weeds violations. There were 7 rental inspections performed during the month of July 2016.

- E. Planning Commission Report** – The July Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – Councilman Smith reported that the P&R Commission will be holding a Big Day of Play on August 27<sup>th</sup> from noon to 4pm at the Village Green Park and Pavilion and he encouraged everyone to attend.
- G. Environmental Sustainability Report** – Councilman Smith reported that the net ESC will begin construction on planting boxes at the Senior Center soon and they planted a small flower garden at Mattingly Park.
- F. Bureau of Fire Prevention** – Chief Williams reported that the IHVFD responded to 18 fire responses, 10 first due, 8 mutual aid and completed 120 hours of training for the month of June. The IHVFD responded to 19 fire responses, 10 first due, 9 mutual aid, responded to 34 EMS calls and completed 125 hours of training for the month of July. Chief Williams reminded residents that if they need a smoke detector to notify Karen or the IHVFD to schedule installation. Since 2014 it is required to replace your smoke detectors with 10 year battery smoke detectors.
- G. Community Affairs** – The Annual National Night Out celebration will be held on Tuesday, August 2<sup>nd</sup>. The Senior Center will be holding a movie night on August 2<sup>nd</sup> at 8pm. There are no fees except the price of snacks and they will be showing the movie Goonies. Grandparents/55 & Older Night will be held on Thursday, August 11<sup>th</sup> at 7pm at the Village Green Pavilion. The Bassmaster Elite Series will be hosting their tournament on the Potomac River August 11<sup>th</sup> through 14<sup>th</sup> and the County will hold their Discover Quest August 13<sup>th</sup> and 14<sup>th</sup> on the Village Green from noon to 5pm. Back to School Night will be held on Thursday, August 18<sup>th</sup> at 7pm. Loaded backpack door prizes will be given away to Indian Head Elementary and General Smallwood students. The 10<sup>th</sup> Annual Car Show and Veterans Recognition Day will be held on September 11<sup>th</sup>. The Indian Head Chargers season is now open and you can register online. The Village Green Flea Market will be open on Saturday August 20<sup>th</sup>. The Flea Market is closed on the 6<sup>th</sup> and 13<sup>th</sup> for large events on the Green.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot reminded everyone to lock their doors or remove their valuables from their vehicle if they don't plan to lock it. Recently 5 unlocked vehicles were entered that were left unlocked and theft occurred. As far as overall crime Officer Elliot said it has been pleasantly very low. Vice Mayor Sitoula asked for an update on drug related crimes. Officer Elliot discussed recently efforts made in the County with narcotics and warrant raids. The drug issue in Town is still present but the Sheriff's Department is working with Vice Narcotics on the issue. Town residents have been doing great with calling about any suspicious activity. Councilman Smith

inquired about theft at the Dollar General and also shared that the P&R Commission hopes to have a first responders challenge at the Big Day of Play. Officer Elliot said that the Dollar General will need to work on some internal and operating practices to help prevent the theft issue.

**Briefings:** Cindy Clemons from the American Foundation for Suicide Prevention spoke about the 2<sup>nd</sup> Annual Out of Darkness Suicide Prevention Walk. The walk will be held on September 10<sup>th</sup> at the Village Green Pavilion and the Indian Head Rail Trail. Registration will start at 9am and the walk will be from 10am to noon and there will be refreshments and vendors. Ms. Clemons asked everyone to please share the info she provided to help get the word out. Every bit of money helps the cause. There will also be a fundraiser at the Texas Roadhouse in La Plata on Thursday, August 4<sup>th</sup>.

**Presentations/Recognitions:** None

**Resolutions:** Resolution 08-01-16 was introduced for adoption. It is a resolution appointing Andrew Wright to the Parks and Recreation Commission and establishing his 2 year term of office and appointing junior member, Alexander Thompson and establishing his 1 year term of office. Vice Mayor Sitoula made a motion to adopt resolution 08-01-16; Councilman Smith seconds the motion. Resolution 08-01-16 was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 08-02-16 was introduced for adoption. It is a resolution appointing Mary Armstrong to the Indian Head Planning Commission and establishing her 5 year term of office. Councilman Smith made a motion to adopt resolution 08-02-16; Vice Mayor Sitoula seconds the motion. Resolution 08-02-16 was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 08-03-16 was introduced for adoption. It is a resolution to designate Town Attorney, Fredrick Sussman as resident agent for the Town of Indian Head as required by State law. Councilman Smith made a motion to adopt resolution 08-03-16; Vice Mayor Sitoula seconds the motion. Resolution 08-03-16 was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 08-04-16 was introduced for adoption. It is a resolution to endorse a certain project to be undertaken by the Charles County Chamber of Commerce Military Alliance Council. Councilman Smith made a motion to adopt resolution 08-04-16; Vice Mayor Sitoula seconds the motion. Resolution 08-04-16 was adopted by voice vote: 3-Ayes, 0-Nays.

**Ordinances:** Ordinance 07-01-16 was read for adoption. It is an ordinance concerning amendment of the FY16 budget for the purpose of amending, retroactively, the adopted budget for the Town of Indian Head for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to appropriate certain funds for the payment of a fine to the Environmental Protection Agency; ratifying and validating certain obligations and expenditures incurred before the adoption of this Ordinance; and generally related to amendment of the Town's FY16 budget. There would be an increase to the Water Fund Account 390-5421 Penalty/Grant Repayment from 0 to \$29,700. There would be an increase to the Water Fun Account 390-4993 Prior Year Balance from 0 to \$29,700. There would be an increase in the combined Sewer/Water Fund Total Revenues from \$1,270,206 to \$1,299,906, and an increase in the combined Sewer/Water Fund Total Expenditures from \$1,270,206 to \$1,299,906. Councilman Smith made a motion to adopt ordinance 07-01-16;

Vice Mayor Sitoula seconds the motion. Ordinance 07-01-16 was adopted by voice vote: 3-Ayes, 0-Nays.

**Petitions:** None

**Unfinished Business:** None

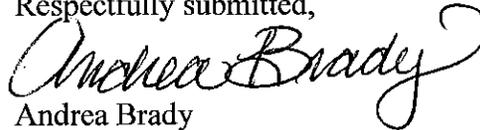
**New Business:** None

**Miscellaneous:** Mayor Paulin read the upcoming August events and meetings.

**Citizen's Comments:** Cynthia Simmons, Coordinator for the Senior Center – Ms. Simmons mentioned that every time they get a new senior registering they seem to be from Waldorf. Senior registration in Town is not as high as it should be. The Indian Head Senior Center is internationally recognized and their event Salad in a Jar was recognized in the SCOOP publication. Ms. Simmons shared information on upcoming events which included a Luau on August 25<sup>th</sup> and Alzheimers Walk at the Clark Center, and the Annual Breast Cancer Walk in October. This year's walk will benefit Sister at Heart which is a local support group. The Senior Center also regularly has programs such as tai chi, Zumba, line dancing and they recently held a fashion show.

With no further questions or comments, the meeting adjourned at 8:11pm.

Respectfully submitted,



Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: July 2016

### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
7/1/16	Atlantic Kayak Co. 108-A Mattingly Avenue		Kayak & canoe rentals	
7/6/16	Massey Construction for: Ramjee Pahadee 116 River Watch Drive			Deck
7/18/16	Solar Gains for: Randy Albright 5 River Watch Lane			Solar Panels
7/20/16	Thrifty Wash 4360 Indian Head Highway			Sign
7/21/16	Brenda Turner 10 Potomac Avenue			Repair/Replace exterior steps
7/22/16	William & Stephanie Blaney 21 Woodland Drive			Above ground pool

### ***USE & OCCUPANCY PERMIT;***

7/18/16	Christina Smith 28 Evelyn Lane			Deck
7/26/16	Atlantic Kayak Co. 108-A Mattingly Avenue		Kayak & canoe rentals	

### ***TEMPORARY USE & OCCUPANCY PERMIT;***

No Temporary U & O Certificates were issued during the month of July.

### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of July.

***GRADING PERMITS;***

No Grading permits were issued during the month of July.

***SIGN PERMITS;***

7/20/16 Thrifty Wash

4360 Indian Head Highway

***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 7/1/16 to 7/31/16

CASH BALANCE JULY 1, 2016 \$551,670.50

REVENUES

General	15,814.41
Trash	50,749.76
Water & Sewer	72,069.59
Parks/Pavillion	1,775.00
Land	-

SUB-TOTAL 140,408.76

LGIP Transfer(s)	-
Money Market Interest	38.23

TOTAL REVENUES 38.23 140,446.99

EXPENDITURES

General	(169,696.68)
Trash	(22,090.61)
Sewer/Water	(148,032.66)
Parks/Pavillion	(14,372.41)

SUB-TOTAL (354,192.36)

PNC & Amer Exp Merchant Fee(s)	(506.87)
Credit Card Machine	(42.35)
LGIP Transfer(s)	-
Check Order	-
Payroll	(60,719.46)
Wire Trans FICA, W/H Tax, Sales Tax	(29,229.76)

SUB-TOTAL (90,498.44)

TOTAL EXPENDITURES (444,690.80)

CASH BALANCE AS OF JULY 31, 2016 \$247,426.69

LGIP ACCOUNTS

HIGHWAY FUND	3.78
PARK FUND	201,161.59
BOARDWALK	524,376.05
SEWER FUND	27,786.35
WATER FUND	43,137.76
REFUSE FUND	120,099.09

TOTAL LGIP ACCOUNTS \$ 916,564.62

SEWER BOND (AMERICAN FUNDS)	107,004.75
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PNC	14,299.37
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TOTAL INVESTMENTS \$ 1,037,868.74