

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, AUGUST 2, 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: 3**

Minutes: July 6th Town meeting minutes and July 28th work session minutes. Councilman Albright 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. *(Vice Mayor Sitoula joined the meeting immediately following minutes adoption)*

Reports of Officers, Boards and Committees:

- A. Permits** – The permits report for July was read. (See attached)
- B. Finance Report** – The finance report for July was read. (See attached)
- C. Town Manager's Report** – The Boardwalk project is 84% complete. 120 linear feet of upland decking has been completed. Tie in will occur next week. All stringers on riverbed have been installed. 500 linear feet of Riverwalk decking completed. Installation of the railing will begin next week. Underground electrical conduit completed to upland section of boardwalk. Plantings have been planted. The Village Green restrooms project will begin once the Boardwalk is complete. The Town's application for renewal of the Sustainable Communities designation has been approved for five more years. The Town is still seeking members for the Environmental Sustainability Committee. The Town Council held public hearings on the Comprehensive Plan and Zoning Ordinance this evening, August 2, 2021. The Town Hall is currently open to the public. Masks are required for entry. The United States Bomb Technician Association (USBTA) will be facilitating a training exercise (August 2 – 6) at numerous locations in the Town of Indian Head. The exercise involves Bomb Technicians from the Military and Public Safety, and the purpose is to

evaluate robotic platforms (and other technologies) that are used to render safe Improvised Explosive Devices (IEDs). Please be aware this is only a training exercise.

- D. Code Enforcement Report** – The Town issued 42 notices of violation for the month of July. 8 grass & weeds violations, 3 grass & weeds citations, 9 rubbish & garbage violations, 2 rubbish & garbage fines, 1 zoning/permit violation, 1 zoning/permit fine, 1 zoning/permit citation, 6 rental license violations, 3 rental license fines, 3 rental license citations, 1 property maintenance violation, 2 inoperative/untagged vehicle violations and 2 inoperative/untagged vehicle fines. The Town completed 21 rental inspections and cleared 17 violations for the month of July.
- E. Planning Commission Report** – The Planning Commission held public hearings on the Comprehensive Plan and the Zoning Ordinance. The Planning Commission recommends the Town Council move forward with adoption of both documents.
- F. Bureau of Fire Prevention** – Karen Williams read the report on behalf of Chief Williams. For the month of June, IHVFD responded to a total of 15 fire calls, 9 in town and 6 mutual aid responses. The Rescue Squad responded to a total of 31 call for emergency service. For the month of July, IHVFD responded to a total of 20 fire calls, 11 in town and 9 mutual aid responses. The Rescue Squad responded to a total of 36 calls for emergency service. Department personnel completed a total of 1950 man-hours of training for both months via the Maryland Fire & Rescue Institute, other formal training, and departmental drills. Departmental Officer took office on July 1st with the following changes: Deputy Fire Chief, Tim Massey, Fire Sergeant, Tim Williams, Secretary, Krystal Talley. The IHVFD will be at National Night Out on Tuesday, August 3rd on the Village Green. Departmental Annual Awards & Installation Banquet will be held on September 18th.
- G. Community Affairs** – On Wednesday, July 21st the Town held a workplace shred, and Saturday, July 31st, the Town hosted a community shred. The Town disposed of 30 boxes of old documents on the 21st and the community shred day was well received by participating residents. Certificates of Destruction verifying the total weight of destroyed inventory are forthcoming. They will be applied towards the Environmental Sustainability Communities program. Tomorrow night is National Night Out, and we are excited to be participating. The event will take place from 6pm to 8pm in the beautiful Village Green Park. Picnic dinner will be provided to all. IHVFD&RS will offer their Fire Prevention giveaways, blood pressure checks; Bridge Church will have games along with the I.H. Worship Center; have fun with Pisgah Soccer Association who will accept registrations and run some fun drills; S.T. Kendall #153 Masonic Lodge will be on hand with the Chip Child Identification program; USBTA, our newest business in town will provide live drone and robotic demos and DJ Psyborg, Frank Anderson will entertain us with fun and lively music. We hope to see everyone there! Rounding off the Town's summer events, Back to School Kids Fun Night & Backpack Giveaway set for Thursday, August 19th, 7pm to 9pm in Village Green Park. The Town's 101st Anniversary Celebration will be held on Saturday, September 25th. We are very excited about this celebration, and we have a full day of fun and excitement planned. We are kicking off at 11:00am with a parade that will travel up

Indian head Highway to the Village Green. Followed by an Opening Ceremony at 1:30pm, food trucks and pop-p food vendors open from 1pm to 8pm, indoor and outdoor displays celebrating the history of the Town from 2pm to 7pm. Fantasy World Amusements featuring rides for families of all ages, adults to children from 1pm to 6pm. To include, Joker's Wild, Flying Dragon, Turbo Tubs, Super Sonic Ride, Axe Throw Lumberjack Inflatable, 26' rock climbing mountain and an awesome 50-foot Ferris wheel. Ride all day with a \$5 endless ride wristband. Live entertainment on two stages along with a DJ from 2pm to 7pm. The live entertainment will be Gloria's Imagination Band, Hometown Band & Friends and Flippin' Eyelids. Lackey Braves Homecoming Classes 1923-1969 and Pomonkey High School Alumni reunion will be joining the fun. As will our military friends from NSA SP and NSWC IH, CBIRF and other tenants command from the Base. At 7:45pm a fantastic fireworks show will close out the joyous day of celebrating the Town of Indian Head. We have been reaching out and will continue to welcome food vendors, businesses, churches, community organizations, schools, fire & rescue departments, car clubs, color guards, sports groups to participate in the parade, as a display, or interactive activities. For more information or registration check out the Town's website, Facebook page or send an email to info@townofindianhead.org.

H. Charles County Recreation – No report

I. Policing Report – Cpl. Alpert was recently injured, and he is currently on leave.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 07-01-21, which was introduced at the June Town meeting, was read for adoption. It is an Ordinance concerning Town holiday – Juneteenth, for the purpose of adding Juneteenth as a paid holiday observed by the Town of Indian Head. Vice Mayor Sitoula made a motion to adopt Ordinance 07-01-21. Councilman Albright seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 08-01-21, was read for introduction. It is an Ordinance concerning Zoning Ordinance and Zoning Map for the purpose of repealing the Town's existing Zoning Ordinance and Zoning Map and adopting a new Zoning Ordinance and Zoning Map for the Town of Indian Head. The Town Council held their second public hearing on the Zoning Ordinance and Zoning Map this evening at 6:30pm. The Ordinance will be on the September Town meeting agenda for adoption.

Ordinance 08-02-21, was read for introduction. It is an Ordinance concerning Comprehensive Plan for the purpose of adopting a new Comprehensive Plan for the Town of Indian Head. The Town Council held a public hearing on the Comprehensive Plan this evening at 6:00pm. The Ordinance will be on the September Town meeting agenda for adoption.

Petitions: None

Unfinished Business: None

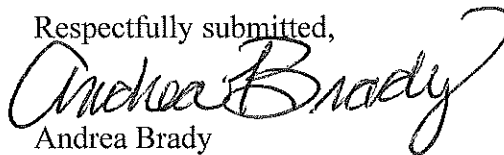
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for August. In person meetings will be discussed during the August work session, the location for the September Town meeting is subject to change pending the results of that discussion.

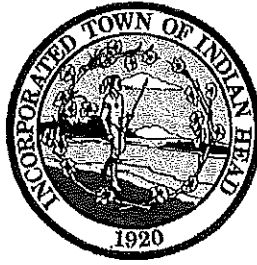
Citizen's Comments: Pennie Drinkard, AVSI – thanked everyone for supporting the Crabby About Alzheimer's Crab Feast.

With no further questions or comments, the meeting adjourned at 7:21pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, sweeping flourish at the end.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

| <i>DATE</i> | <i>NAME</i> | <i>RESIDENTIAL</i> | <i>COMMERCIAL</i> | <i>OTHER</i> |
|-------------|--|---|----------------------------------|--------------------|
| 7/2/21 | Charles Landing Apts 202, 204, & 206 Blair Road | | | Fence |
| 7/6/21 | NVR Inc, Ryan Homes 199 – 209 Chickaloon Place | 6 new townhome units in Anchor Point Subdivision | | |
| 7/12/21 | Karen Williams for: Margaret Champagne 401 Indian Head Avenue | | | Temp Handicap Ramp |
| 7/14/21 | Custom Woods for: Margaret Lyon 4680 Strauss Avenue | | | Front Porch |
| 7/16/21 | CMI for: USBTA 4450 Indian Head Highway | | Interior Tenant Fit-out USBTA | |

USE & OCCUPANCY PERMITS;

| | | | | |
|---------|--|---|--|-------------------------|
| July 21 | NVR Inc, Ryan Homes Seldovia Drive | 5 new townhome units in Anchor Point Subdivision | | |
| 7/16/21 | Southern Maryland Homebuyers 14 Chinaberry Lane | | | Finished Basement |
| 7/26/21 | Margaret Champagne 401 Indian Head Avenue | | | Temporary Handicap Ramp |

TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of July.

GRADING PERMITS;

| | | | | |
|--------|---|--|--|---------------------------------------|
| 7/2/21 | Beverly Carroll 75 Riverside Run Drive | | | Remove tree and stump, reseed yard |
|--------|---|--|--|---------------------------------------|

SIGN PERMITS;

No Sign permits were issued during the month of July.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 7/1/21 to 7/31/21

CASH BALANCE JULY 1, 2021 \$271,607.82

REVENUES

| | |
|-----------------|------------|
| General | 55,069.65 |
| Trash | 46,306.98 |
| Water & Sewer | 137,001.36 |
| Parks/Pavillion | 315,604.02 |
| Land | |
| Prior Year | |

SUB-TOTAL 553,982.01

LGIP Transfer(s)

| | |
|-----------------------|-------|
| Bond Draw(s) | - |
| Money Market Interest | 12.44 |

SUB-TOTAL 12.44

TOTAL REVENUES

553,994.45

EXPENDITURES

| | |
|-----------------|--------------|
| General | (125,209.01) |
| Trash | (40,963.37) |
| Sewer/Water | (136,134.36) |
| Parks/Pavillion | (313,615.42) |

SUB-TOTAL (615,922.16)

OldLine & Blue/Paymentus Merchant Fee(s) (504.76)

LGIP Transfer(s)

| | |
|-------------------------------------|-------------|
| Check Order | |
| Payroll | (54,337.26) |
| Wire Trans FICA, W/H Tax, Sales Tax | (22,261.55) |

SUB-TOTAL (77,103.57)

TOTAL EXPENDITURES

(693,025.73)

CASH BALANCE AS OF JULY 31, 2021

\$132,576.54

OLD LINE INVESTMENT ACCOUNTS

| | |
|----------------------|------------|
| PARK FUND | 14,267.56 |
| BOARDWALK | 26,075.04 |
| SEWER/WATER FUND | 42,968.75 |
| REFUSE FUND | 127,153.46 |
| HIGHWAY USER | 67,244.07 |
| 100 YEAR CELEBRATION | 27,899.14 |

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 305,608.02

SEWER BOND (AMERICAN FUNDS)

102,036.14

TOTAL INVESTMENTS

\$ 407,644.16