

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, AUGUST 3, 2020
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

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING
SITE: 1**

Minutes: July 6th Town meeting minutes and July 22nd work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilman Albright 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 was read. (See attached)
- B. Finance Report** – The finance report for July was read. (See attached)
- C. Town Manager's Report** – Boardwalk project update. Last month a kickoff conference call was held between the Town, ARRO, the contractor and the State. This month the Town needs to update the original contractor's contract with 2020 language and review the final construction inspection proposal. The Town also needs to distribute the final schedule and inspection contracts to the State Highway Administration for approval, and finally schedule a groundbreaking ceremony. Restrooms on the Village Green project update. The Town is submitting the design of traffic control plan to PS&E and SHA. The Town needs to schedule a final review meeting with SHA and the Town and respond to SHA's review comments. Town owned playgrounds are open. Mattingly Park restrooms and picnic pavilion remain closed. Rental inspections are still suspended until further notice due to COVID-19. The Zoning Ordinance adoption was placed on hold due to the pandemic. This will be placed on the work session agenda to move forward with a hearing date in the near future. ARRO is in the process of finalizing the Comprehensive Plan for the Planning Commission to review before presenting it to the Town Council. The Town Hall lobby remains closed. Payments can be made online, by phone with a credit card, or by

placing a check or money order in the night box. You can still contact the Town Hall during normal business hours, Monday through Friday, 8:30am to 4:30pm.

D. Code Enforcement Report – The Town issued 19 notices of violation for the month of July. 5 grass & weeds violations, 1 grass & weeds fines, 2 rubbish & garbage violations, 3 zoning/permit violations, 1 zoning/permit fine, 6 property maintenance violations and 1 inoperative/untagged vehicle violation.

E. Planning Commission Report – The Planning Commission approved an application to subdivide lot 7, 4065 Stepney Place and approved the final plan for the Anchorage subdivision.

F. Bureau of Fire Prevention – No report

G. Community Affairs – No report

H. Charles County Recreation – No report

I. Policing Report – No report

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 08-01-20 was introduced for adoption. It is a Resolution appointing Anita Sampson to the Indian Head Community Activities Committee for a three-year term of office. Vice Mayor Sitoula made a motion to adopt Resolution 08-01-20. Mayor Paulin seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays. Ms. Sampson's term of office will begin immediately and expire in August 2023.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

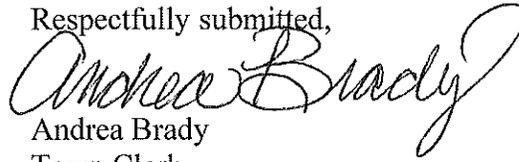
Miscellaneous: Mayor Paulin read the upcoming events and meetings for August.

Citizen's Comments: None

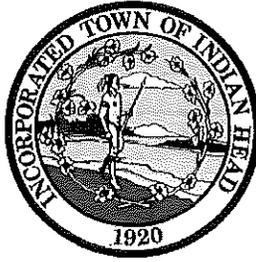
Mayor Paulin took a moment to wish everyone to stay safe with the approaching storm and COVID-19.

With no further questions or comments, the meeting adjourned at 7:10pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, looping initial "A".

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS ISSUED DURING THE MONTH OF: July 2020

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
7/9/20	Rainbow Construction 33 Stuart Place - Lot 9	SFD		
7/20/20	Claytria Mercer 1-A Jenkins Drive			Fence
7/20/20	Wendy Mazur 53 Mattingly Avenue			Shed
7/20/20	Claytria Mercer 1-A Jenkins Drive			Above Ground Pool

USE & OCCUPANCY PERMITS;

7/15/20	John & Phyliss Dent 6 Birch Bark Court			Shed
7/23/20	Guadagnoli Properties 5 Stuart Place	SFD		
7/23/20	Guadagnoli Properties 9 Stuart Place	SFD		

TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits issued during the month of July.

GRADING PERMITS;

No Grading permits issued during the month of July.

SIGN PERMITS;

No Sign permits issued during the month of July.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 7/1/20 to 7/31/20

CASH BALANCE JULY 1, 2020 \$304,404.35

REVENUES

General	37,595.06
Trash	42,981.86
Water & Sewer	83,508.22
Parks/Pavillion	1,350.00
Land	

SUB-TOTAL 165,435.14

LGIP Transfer(s)

Grant(s)	
Money Market Interest	1.95

SUB-TOTAL 1.95

TOTAL REVENUES

165,437.09

EXPENDITURES

General	(86,382.82)
Trash	(29,636.77)
Sewer/Water	(151,680.51)
Parks/Pavillion	(11,241.18)

SUB-TOTAL (278,941.28)

Old Line & Blue/Paymentus Merchant Fee(s) (278.25)

LGIP Transfer(s)

Check Order	
Payroll	(60,526.54)
Wire Trans FICA, W/H Tax, Sales Tax	(26,930.54)

SUB-TOTAL (87,735.33)

TOTAL EXPENDITURES

(366,676.61)

CASH BALANCE AS OF JULY 31, 2020

\$103,164.83

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	111,190.85
BOARDWALK	351,235.32
SEWER/WATER FUND	43,787.42
REFUSE FUND	127,014.42
HIGHWAY USER	10,406.48
100 YEAR CELEBRATION	27,868.70

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 671,503.19

SEWER BOND (AMERICAN FUNDS)

119,571.98

TOTAL INVESTMENTS

\$ 791,075.17