

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
TUESDAY, SEPTEMBER 3, 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: 21

Minutes: August 5th Town meeting minutes and August 28th 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 report for August was read. (See attached)
- B. Finance Report** – The finance reports for July and August were read. (See attached)
- C. Town Manager's Report** – The Boardwalk maintenance agreements have been executed and the Town is waiting for final Board of Utilities approval. Online bill pay is operational and available through the Town's website. Please input the information exactly as it appears on your bill. The Town purchased the old PNC bank building via a Bond Bill to convert it into a Family Enrichment Center. PNC will be relocating the ATM into the parking lot this month. The blower replacement project at the Waste Water Treatment Plant is complete. The new blower is fully operational and is working without issue to date. The Town will have a conference call with SHA this week on the Village Green restrooms project. SCD review is complete and the plans have been approved. The Town hopes to begin construction on the Village Green restrooms project this month. The Town is working on a stormwater ordinance and it is currently in the draft phase. The Town is looking to update the current building codes, Zoning code, and Comprehensive Plan. The draft Zoning code has been sent to Critical Area for review. The building codes are being placed in ordinance form for Council review. The field work for the flood study has been completed and the recommendations from ARRO are in hand. The report will be added to the next work session for Council discussion. The Town will resume cleaning septic tanks and lift stations this month. The floors in the Senior Center restrooms were replaced last

month. Paving repairs will take place all over Town this month. The leaf vacuum will start on Wednesday, November 6th.

- D. Code Enforcement Report** – The Town issued 77 notices of violations for the month of August. 10 grass & weed violations, 11 rubbish & garbage violations, 3 zoning/permit violations, 18 rental license violations, 29 property maintenance violations, 3 nuisance/noise violations, 2 inoperative/untagged vehicle violations, and 1 open burning violation. The Town issued 16 notices of fine. 1 grass & weeds, 1 rubbish & garbage, 13 property maintenance and 1 inoperative/untagged vehicle. The Town issued 16 citations. 2 grass & weeds, 2 rubbish & garbage, 7 rental license, 4 property maintenance and 1 inoperative/untagged vehicle. The Town also completed 17 rental inspections for the month of August.
- E. Planning Commission Report** – The Planning Commission approved exterior changes at 4404 Indian Head Highway (I.H. Worship Center) and they approved the relocation of the ATM at 1 North Prospect Avenue into the parking area pending aesthetic satisfaction.
- F. Parks and Recreation Report & Environmental Sustainability Report** – Councilman Smith thanked the Oxon Hill Bike Club for their annual bike ride and congratulated students who have returned to school. There was no report for the Environmental Sustainability Committee.
- G. Bureau of Fire Prevention** – No report.
- H. Community Affairs** – Karen Williams shared information on upcoming events including the car show and veteran’s health fair and recognition day on September 8th, community connections pop up held on September 28th by the United Way of Charles County at the Senior Center and St. James Episcopal Church community spaghetti dinners. Save the date, Saturday October 26th the Town is partnering with the United Way of Charles County for a new fall festival called, Pumpkins on the Potomac. Trunk to Trunk Trick or Treating will be held on October 31st from 6pm-8pm. The Town and the IHVFD Auxiliary will hold their annual Christmas craft fair on November 2nd from 9am to 2pm at the Village Green Pavilion. The Annual Veterans Day Ceremony and luncheon will be held on November 7th at 11am. The Charles County guide is out. September is emergency preparedness month. The next Community Activities Committee meeting will be held on Tuesday September 10th at 7pm at the Village Green Pavilion.
- I. Charles County Recreation** – No report.
- J. Policing Report** – The Council presented Officer Duley with a Town seal in recognition of his time as the Town’s Community Policing Officer. Officer Duley gave his final report. There have been a handful cases of theft from vehicles, all of which had unlocked doors. Office Duley introduced Corporal Curtis, who will serve as the Town’s new Community Policing Officer.

Briefings: Ms. Mary Agnes Swann gave a presentation on the Mattawoman Creek Art Center, to provide information on what the facility offers including classes, art shows and membership availability. More information on the Center and it's programs can be found at www.mattawomanart.org, and program information will also be added to the Town's website. Admission into the Mattawoman Art Center is free.

Presentations/Recognitions: The Mayor and Council presented Warren Bowie with a town seal in recognition of his 14 years of service on the Town's Planning Commission. The Council also recognized Michael Pellegrino and Thomas Blake for their 8 years of service on the Planning Commission. Mr. Pellegrino and Mr. Blake were unable to attend, but Town staff will ensure they receive their seals.

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

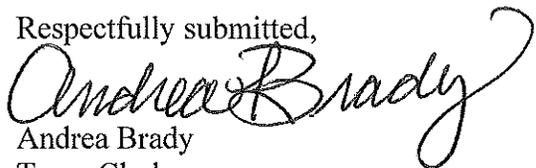
New Business: None

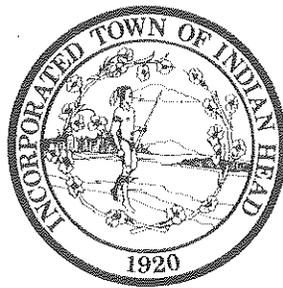
Miscellaneous: Mayor Paulin read the upcoming events and meetings for September.

Citizen's Comments: Giovanni & Michael from Park Square came before Council to request a skate park at the Village Green to help kids stay out of trouble. The Council will discuss their request further at a future work session.

With no further questions or comments, the meeting adjourned at 7:58pm.

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/30/19	Heath Design Group 1 N. Prospect Avenue		Walk-Up ATM Machine	

USE & OCCUPANCY PERMITS;

8/6/19	Julion Frazier 4674 Strauss Avenue			Pellet Stove
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits issued during the month of August.

GRADING PERMITS;

No Grading permits issued during the month of August.

SIGN PERMITS;

No Sign permits were issued during the month of August.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 7/1/19 to 7/31/19

CASH BALANCE JULY 1, 2019 \$362,103.38

REVENUES

General	10,014.31
Trash	40,236.88
Water & Sewer	72,829.41
Parks/Pavillion	1,450.00
Land	-

SUB-TOTAL 124,529.60

LGIP Transfer(s)	200,000.00
Grant(s)	168,190.00
Money Market Interest	4.04

SUB-TOTAL 368,194.04

TOTAL REVENUES

492,723.64

EXPENDITURES

General	(122,018.68)
Trash	(26,575.18)
Sewer/Water	(139,554.98)
Parks/Pavillion	(22,253.09)

SUB-TOTAL (310,401.93)

OldLine & Blue/Paymentus Merchant Fee(s)	(460.30)
LGIP Transfer(s)	-
Check Order	-
Payroll	(46,677.47)
Wire Trans FICA, W/H Tax, Sales Tax	(28,567.98)

SUB-TOTAL (75,705.75)

TOTAL EXPENDITURES

(386,107.68)

CASH BALANCE AS OF JULY 31, 2019

\$468,719.34

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	109,614.38
BOARDWALK	345,976.58
SEWER/WATER FUND	43,166.69
REFUSE FUND	125,213.59
HIGHWAY USER	10,259.05
100 YEAR CELEBRATION	27,473.67

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 661,703.96

SEWER BOND (AMERICAN FUNDS)	115,575.20
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TOTAL INVESTMENTS \$ 777,279.16

FINANCE REPORT 8/1/19 to 8/31/19

CASH BALANCE AUGUST 1, 2019 \$468,719.34

REVENUES

General	124,340.31	
Trash	101,265.42	
Water & Sewer	189,969.07	
Parks/Pavillion	1,150.00	
Land	5,000.00	
SUB-TOTAL		421,724.80

LGIP Transfer(s)

Grant(s)		
Money Market Interest	10.41	
SUB-TOTAL		10.41

TOTAL REVENUES

421,735.21

EXPENDITURES

General	(64,939.94)	
Trash	(18,630.66)	
Sewer/Water	(67,627.21)	
Parks/Pavillion	(21,246.82)	
SUB-TOTAL		(172,444.63)

OldLine & Blue/Paymentus Merchant Fee(s)	(442.23)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(53,513.68)	
Wire Trans FICA, W/H Tax, Sales Tax	(20,318.93)	
SUB-TOTAL		(74,274.84)

TOTAL EXPENDITURES

(246,719.47)

CASH BALANCE AS OF AUGUST 31, 2019

\$643,735.08

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	109,839.86
BOARDWALK	346,967.60
SEWER/WATER FUND	43,255.48
REFUSE FUND	125,471.16
HIGHWAY USER	10,280.14
100 YEAR CELEBRATION	27,530.18
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 663,344.42</u>

SEWER BOND (AMERICAN FUNDS)

115,575.20

TOTAL INVESTMENTS

\$ 778,919.62