

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
TUESDAY, SEPTEMBER 7, 2021
GoToMeeting**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, 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: 5**

Mayor Paulin took a moment of silence at the beginning of the meeting.

Minutes: August 2nd Town meeting minutes, August 2nd Zoning Ordinance hearing minutes, August 2nd Comprehensive Plan hearing minutes, August 11st special meeting minutes and August 25th 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.

Reports of Officers, Boards and Committees:

- A. Permits** – The permits report for August was read. (See attached)
- B. Finance Report** – The finance report for August was read. (See attached)
- C. Town Manager's Report** – The Boardwalk is 85% complete. SE Davis completed the installation of the Riverwalk stringers. The decking crew has installed all the Riverwalk decking boards. SE Davis crew has begun installation of the hand railings. Nature Bridges has continued to deck the nature portion of the walk and completed the tin in with the Riverwalk. There is now complete connectivity from the entrance to the upland nature walk section to the end of the Riverwalk. Nature Bridges will continue to install railing on the upland section. The restrooms on the Village Green project is to begin one the Boardwalk is complete. The Town is still seeking members for the Sustainable Community Committee. The Comprehensive Plan and the Zoning Ordinance are on tonight's agenda for adoption. The Town Hall is currently open to the public. Masks are required for entry.

- D. Code Enforcement Report** – The Town issued 49 notices of violation for the month of August 19 grass & weeds violations, 3 grass & weeds fines, 2 grass & weeds citations, 3 rubbish & garbage violations, 1 zoning/permit violation, 1 health & sanitation violation, 1 property maintenance violation, 2 property maintenance fines, 6 rental license violations, 5 rental license fines, 1 rental license citation, 3 inoperative/untagged vehicle violations and 2 inoperative/untagged vehicle fines. The Town completed 32 rental inspections for the month of August.
- E. Planning Commission Report** – The August Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention – No report**
- G. Community Affairs** – National Night out was a success. Kids back to school was a success. Ms. Williams thanked NETS for their donation of fully loaded backpacks. Thanked In His Service, BRIDGE, and St. James church, and student volunteers. Working on 101st anniversary celebration, applications slowly trickling in. Ms. Williams shared event 101 event information. The information can be found on the calendar of events on the Town’s website.
- H. Charles County Recreation** – No report
- I. Policing Report** – Cpl. Alpert, about 6 weeks ago suffered an injury during training and has been unable to return to duty. First day back on full duty tomorrow. Has received speeding complaints within the neighborhoods. Have a total of 4 COPS officers currently. Cpl. Alpert currently has 13 neighborhoods. If you have any complaints or questions, please reach out and Cpl. Alpert will return all calls and emails. Law Enforcement across the country is experiencing manpower shortages. Patrol officers operating at a manpower deficit.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 08-01-21, was read for introduction on August 2, 2021. 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. Mayor Paulin made a motion to adopt Ordinance 08-01-21. Councilman Albright seconds the motion. The Ordinance was adopted by voice vote: 2-Ayes, 0-Nays.

Ordinance 08-02-21, was read for introduction on August 2, 2021. 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. Mayor Paulin made a motion to adopt Ordinance 08-02-21. Councilman Albright seconds the motion. The Ordinance was adopted by voice vote: 2-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

New Business: The Council discussed the 101st Anniversary Celebration scheduled for September 25, 2021. Mayor Paulin wanted to discuss indoor activities in the pavilion having a mask requirement. Councilman Albright agreed. Masks will be required for indoor activities at the 101st celebration.

Miscellaneous: Mayor Paulin read the upcoming events and meetings for September. Mayor Paulin shared information on an upcoming Walk Charles County event and Councilman Albright gave dates for the Charles County Fair.

Citizen's Comments: Penny Drinkard & Sheila Zattau, AVSI – wanted to say thank you to the Town and everyone for supporting the crab feast that was held. Raised almost \$15,000. Have a donation check for the Indian Head Senior Center.

With no further questions or comments, the meeting adjourned at 7:26pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/04/21	Leiza O'Neil 91 Mattingly Avenue			Addition
8/09/21	Molly Gamino 1 Beecher Avenue			Fence
8/09/21	KP Contracting for: Shalia Ali 21 Lookout Drive			Double Deck
8/16/21	C & O Services for: TVC Funding 4810 Strauss Avenue			Renovations to existing home
8/16/21	NVR Inc, Ryan Homes 200 - 210 Chickaloon Place		6 new townhome units in Anchor Point Subdivision	
8/16/21	Ana Claros Alvarez 85 Woodland Drive			Partial Demo & renovations to home
8/18/21	Simply Solar for: Ronald Banks 2 Beth Court			Roof mounted solar panels
8/20/21	Ivan Young 4355 Indian Head Highway		T/A: Indian Head Auto Sales	Change of Ownership with no construction
8/20/21	June Livers 14 Pueblo Circle			Shed
8/23/21	Susan Heywood 17 Stuart Place			Fence
8/23/21	Richard & Jennifer Legacy 23 Potomac Avenue			Interior residential alterations
8/26/21	Simone Green 5 Stuart Place			Fence
8/30/21	CMI Contracting For: CSM Velocity Center 4465 Indian Head Highway			Storage mezzanine

USE & OCCUPANCY PERMITS;

8/30/21 Kiran Sitoula
8 River Watch Lane

Finished Basement

TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

8/16/21 Ana Claros Alvarez
85 Woodland Drive

Partial Demo of existing home

GRADING PERMITS;

No Grading permits were 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 8/1/21 to 8/31/21

CASH BALANCE AUGUST 1, 2021 \$132,576.54

REVENUES

General	145,683.52	
Trash	106,020.96	
Water & Sewer	276,806.18	
Parks/Pavillion	867,905.75	
Land		
Prior Year		
SUB-TOTAL		1,396,416.41

American Rescue Plan	1,462,089.75	
Bond Draw(s)	-	
Money Market Interest	<u>2.12</u>	
SUB-TOTAL		1,462,091.87

TOTAL REVENUES 2,858,508.28

EXPENDITURES

General	(127,689.22)	
Trash	(21,068.80)	
Sewer/Water	(107,621.12)	
Parks/Pavillion	<u>(882,553.60)</u>	
SUB-TOTAL		(1,138,932.74)

OldLine & Blue/Paymentus Merchant Fee(s)	(813.00)	
LGIP Transfer(s)		
Check Order		
Payroll	(41,087.88)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(24,660.16)</u>	
SUB-TOTAL		(66,561.04)

TOTAL EXPENDITURES (1,205,493.78)

CASH BALANCE AS OF AUGUST 31, 2021 \$1,785,591.04

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,268.16
BOARDWALK	26,076.14
SEWER/WATER FUND	42,970.57
REFUSE FUND	127,158.85
HIGHWAY USER	67,246.91
100 YEAR CELEBRATION	<u>27,900.31</u>
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 305,620.94

SEWER BOND (AMERICAN FUNDS)	<u>102,036.14</u>
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TOTAL INVESTMENTS \$ 407,657.08