

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
TUESDAY, SEPTEMBER 8, 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**

Andrea Brady, Town Clerk  
Ginger Foster, Finance Officer  
Karen Williams, Community Affairs

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING SITE: 4**

Town Manager Hicks was excused from the meeting due to travel.

**Minutes:** August 3<sup>rd</sup> Town meeting minutes and August 26<sup>th</sup> 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 August was read. (See attached)
- B. Finance Report** – The finance report for August was read. (See attached)
- C. Town Manager's Report** – Please have your trash curbside by 7:30am on the day of your scheduled pick up. The Boardwalk project pre-construction meeting and groundbreaking are scheduled for September 17<sup>th</sup>. The Town is responding to the Maryland State Highway Administration's (MDSHA) review comments on the Village Green restrooms project. The Town needs to schedule a final review meeting with MDSHA. The Town is working on the Sustainable Communities application to renew the Town's designation which expires in May 2021. Town owned playgrounds are open, the Mattingly Park picnic pavilion remains closed. Rental inspections will begin on September 14, 2020. The Town Hall will reopen on September 14<sup>th</sup>, with operational hours of 8:30am to 4:30pm. Hours subject to change. The Town is in the process of finalizing the Comprehensive Plan for the Planning Commission's review before presenting the document to the Town Council. Town Manager Hicks spoke with Wendi Peters, Special Secretary for Maryland Smart Growth about funding opportunities for East Poplar Lane stormwater issues. Building codes are being placed in ordinance form so that the Town can adopt the most recent code updates. The Zoning Ordinance will be placed on the October Town meeting agenda.
- D. Code Enforcement Report** – The Town issued 57 notices of violation for the month of August. 26 grass & weeds violations, 4 grass & weeds fines, 1 grass & weeds citation, 7 rubbish & garbage violations, 1 rubbish & garbage fine, 3 zoning/permit violations, 2

zoning/permit citations, 6 property maintenance violations, 3 property maintenance fines, 2 nuisance/noise violations and 2 inoperative/untagged vehicle violations. The Town cleared 29 violations for the month of August.

**E. Planning Commission Report** – The Planning Commission approved a sign permit application for the IHVFD, 4095 Indian Head Highway.

**F. Bureau of Fire Prevention** – No report

**G. Community Affairs** – Ms. Williams shared information on the upcoming car show. It is an outdoor event with social distancing guidelines in place and it will be held September 13<sup>th</sup>. No other activities or events are scheduled for September or October. The Care Cabana continues to run outside of the Community Affairs office. Through the Care Cabana they are able to give away more than 300 meals a week and give away groceries and milk once a month. The Bridge Church, currently meeting in the Black Box Theater will hold an outdoor service on the Village Green on September 20<sup>th</sup>. The service is open to the public and they will also be incorporating the required social distancing guidelines.

**H. Charles County Recreation** – No report

**I. Policing Report** – Cpl. Curtis joined the meeting under the citizen’s comments portion.

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** Resolution 09-01-20 was introduced for adoption. It is a Resolution reappointing Thomas Gordon to the Indian Head Planning Commission for a five-year term of office. Vice Mayor Sitoula made a motion to adopt Resolution 09-01-20. Councilman Albright seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays. Ms. Gordon’s reappointment will begin immediately and expire in September 2025.

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

**New Business:** Mayor Paulin asked Town Clerk Brady to share an overview on what the Council discussed in reference to pavilion usage at their last work session. At the August work session, Phase 3 was not in affect at the time and the Council made the decision to cancel all events and rentals in the Pavilion through October. During the work session the Council stated that they would discuss Pavilion usage at each monthly work session to decide if the cancellations would need to be extended. Mayor Paulin discussed the importance to have this agenda item for each monthly work session to continue the discussion as everyone moves forward in the pandemic to make best decision for the Town and its residents. Council agreed to hold that conversation during the next work session and continue that course of action monthly and update residents during Town meetings.

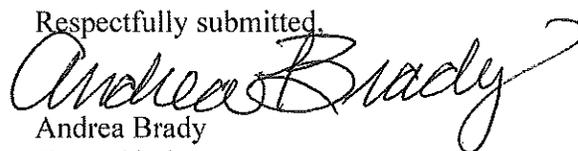
**Miscellaneous:** Mayor Paulin read the upcoming events and meetings for September.

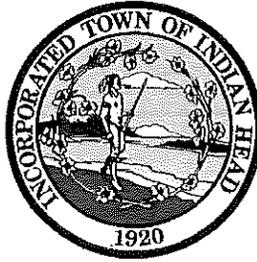
**Citizen's Comments:** Vice Mayor Sitoula – Residents in the River Watch community have been very concerned with the recent shootings. Vice Mayor Sitoula stated that they are working on setting up a meeting with the Community Policing Officer for a discussion of recent events that have been very disconcerting to the residents. The Council is reaching out to the officer to find out what mitigating things can be done to ease the resident's concerns. Mayor Paulin in agreement that the Council should hold the meeting to address the resident's concerns. Over the past month the Town has seen extreme tragedy and it needs to be addressed. Karen Williams has reached out to the Community Policing Officer to set up the requested meeting. The Council is prepared to be involved and take part in any actions they can take to help prevent these tragic events in the future. The Council is compelled to take action to make sure the Town's residents' safety is at the forefront.

Qwen Kendle – Census Bureau: Ms. Kendle shared current response rates for the 2020 census. The US total for self-response rates is 65.5%. Response to door to door is 22%. For Maryland household self-response is 69.7%. For Charles County the self-response rate is 73.8%. Indian Head still has one of the lowest response rates. Ms. Kendle is looking for events where census workers could be on hand to collect information. The Town has a reminder on the town sign and in the newsletter to encourage residents to be counted. Ms. Kendle will reach out to Karen Williams for event information.

Community Policing Officer, Cpl. Curtis joined the discussion at this point. Cpl. Curtis briefly discussed the situation in Potomac Mews. Information has been obtained and detectives are aware of what is going on. Cpl. Curtis is working with the Town and working on increasing police presence to make the residents feel safer. Cpl. Curtis was not able to give detailed information since it is an ongoing investigation. Vice Mayor Sitoula asked for an update on the teenager who died from a gunshot wound and how he had access to those weapons. Cpl. Curtis explained that he is limited on information that can be shared. That specific incident was an accident, but detectives are speaking with the parents to investigate further. Cpl. Curtis explained that they are unable to give out information on ongoing investigations. Once the investigation is closed, he would be able to release further information. If people are hearing additional information that has not been released by the police, they should contact the detectives working the case. The Sheriff's Department is working to make things better as much as they can. The Council asked that if there is anything the Town Council can provide, any assistance they can give to please let them know, any way they can work together to make sure the Town is safe for the residents.

With no further questions or comments, the meeting adjourned at 7:28pm.

Respectfully submitted,  
  
Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
 ISSUED DURING THE MONTH OF: August 2020 (revised)

***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/03/20	Rainbow Construction 17 Stuart Place - Lot 5	SFD		
8/03/20	Rainbow Construction 25 Stuart Place - Lot 7	SFD		
8/10/20	John Wheeler (Mutts Liquors) 4541 Indian Head Highway			Repair Drive Thru canopy damaged by a vehicle
8/10/20	George Abell 4205 Strauss Avenue			Shed
8/17/20	KP Contracting for: David Smith 13 River Watch Lane			Deck
8/17/20	Carlos Hernandez 303 Indian Head Avenue			Shed
8/18/20	Calvin Davenport 4601 Indian Head Highway		T/A: Speedy Customs	Change in use with interior alterations

***USE & OCCUPANCY PERMITS;***

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

***TEMPORARY USE & OCCUPANCY PERMITS;***

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

***DEMOLITION PERMITS;***

8/31/20 Mona Construction 1011 Kenneth Court	Demolition of existing SFD (fire damage)
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***GRADING PERMITS;***

8/17/20 Ciri Elm, LC Parcel 609 - Intersection of Dr. Andrews Way & Diffenbach Ct	Clearing, grading for the Anchorage Subdivision
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***SIGN PERMITS;***

No Sign permits issued during the month of August.

***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 8/1/20 to 8/31/20

CASH BALANCE AUGUST 1, 2020 \$103,164.83

REVENUES

General	108,541.18
Trash	80,114.41
Water & Sewer	162,942.47
Parks/Pavillion	1,500.00
Land	_____

SUB-TOTAL 353,098.06

LGIP Transfer(s)

Grant(s)	
Money Market Interest	2.02
	_____

SUB-TOTAL 2.02

TOTAL REVENUES

353,100.08

EXPENDITURES

General	(67,794.95)
Trash	(25,113.54)
Sewer/Water	(70,636.72)
Parks/Pavillion	(10,092.42)
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SUB-TOTAL (173,637.63)

OldLine & Blue/Payments Merchant Fee(s)	(388.81)
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LGIP Transfer(s)

Check Order	(856.02)
Payroll	(48,743.20)

Wire Trans FICA, W/H Tax, Sales Tax	(29,797.34)
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SUB-TOTAL (79,785.37)

TOTAL EXPENDITURES

(253,423.00)

CASH BALANCE AS OF AUGUST 31, 2020

\$202,841.91

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	111,207.69
BOARDWALK	351,288.52
SEWER/WATER FUND	43,794.05
REFUSE FUND	127,033.66
HIGHWAY USER	10,408.05
100 YEAR CELEBRATION	27,872.91
	_____

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 671,604.88

SEWER BOND (AMERICAN FUNDS)	119,571.98
	_____

TOTAL INVESTMENTS \$ 791,176.86