

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, OCTOBER 1, 2018
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: 29

Minutes: September 4th Town meeting minutes and September 26th 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 September 2018 was read (attached).
- B. **Finance Report** – The finance reports for August & September 2018 were read (attached).
- C. **Town Manager's Report** – The Town received a letter of approval from the Critical Area Commission last month for the Boardwalk project. ARRO's presentation on the project has been moved back a couple of months. The Town should have full approval to begin work by the time of the presentation. Online bill pay operation and available via a link on the Town's website. Be sure to input information exactly as it appears on your bill. The Family Enrichment Center project is moving forward. Settlement on the old PNC property is being scheduled for after November 5th. The blowers for the Waste Water Treatment Plant blower replacement project are currently on backorder, but the Town hopes to have the project finished by the end of this year. The demolition of the old Ely property is well underway. The Town would like to give a special thanks to DHCD for helping with the funding. Work on the speed humps along Woodland Drive and Strauss Avenue will begin on October 19th and painting will be complete by October 24th. Speed cameras will be installed along Route 210 in the school zone of Indian Head Elementary. The cameras will be part of the Charles County Sheriffs Office Automated School Zone Speed Enforcement program. ARRO is looking into flooding issues in the Teates and Knotts areas. The Town is in the process of soliciting additional quotes. The Town will be investigating I&I issues all over Town, including smoke testing, sewer T.V. and cleaning. Early reports show lots of grease in the lines. The Town will be repairing sewer cleanout tops this month along

Strauss Avenue. Repairs to Meekins Park will take place on October 19th and Mattingly Park on October 26th, weather permitting. Leaf Vac will begin November 7th.

D. Code Enforcement Report – The Town issued 27 notices of violation during the month of September 2018. 20 grass and weeds violations, 1 rubbish and garbage violation, 1 residential occupancy/mechanical appliance violation (no heat in the residence), 2 grass and weeds fines, 2 premises identification fines and 1 rental license fine. No rental inspections were completed in September.

E. Planning Commission Report – The Planning Commission discussed the Municipal Growth chapter and the History section of the Comprehensive Plan.

Vice Mayor Sitoula asked Town Manager Hicks to explain about the tree removal on River Watch Boulevard. Town Manager Hicks explained that a tree fell on a car and when the Town had CI Woodworking come in to remove the tree they assessed the other trees in the area and found 8 other trees that required removal.

Councilman Smith asked Town Manager Hicks if the Town will receive any revenue from the speed cameras, and if Strauss Avenue will have to be closed during speed hump installation. Town Manager Hicks stated that the Town will not receive any revenue from the speed cameras. During speed hump installation Strauss Avenue will be closed one lane at a time, and the same will be done during the painting process. By completing the work one half at a time it will allow continual access to the road. Councilman Smith provided background information for the decision to install speed humps along the entire length of Strauss Avenue. The Town is aware the speed humps may cause some issues with emergency vehicles and snow plows, but they are trying to solve a safety concern.

F. Parks and Recreation Report – Councilman Smith reported that on October 26th & 27th they will hold Senior Center Beautification days. They will change the tile in the facility, and will be doing some painting. Councilman Smith thanked Public Works for pressure washing the exterior of the building.

G. Environmental Sustainability Report – Councilman Smith reported that they have been doing some community cleanups and they have been going quite well.

F. Bureau of Fire Prevention – Chief Williams reported that the IHVFD had 35 fire responses in the month of July. 16 in Town and 14 mutual aid. 50 EMS responses and 100 hours of training through formal drills and education. The IHVFD celebrated their 70th anniversary in July and in June they will hold their 70th installation and award banquet. For the month of August, the IHVFD had 36 fire responses, 21 in Town and 15 mutual aid. 41 EMS responses and 150 hours training. They have 3 new students registered in the EMT class. During July & August the IHVFD installed 8 smoke alarms and the program is continuing. Chief Williams thanked Karen and the Town for helping with the process. October is Fire Prevention Month, “Look, Listen and Learn”. Only you can prevent fires, and correct unsafe situations. On October 13th the IHVD will hold their annual fire prevention open house. Chief Williams encouraged everyone to stop by, see some of the new equipment and pick up some informational handouts. Chief Williams is working with the school to plan their fire prevention events. Three members of the IHVFD went down to look at the new ambulance and it is complete, only needing some minor touch ups. The

tentative delivery date is October 12th. Councilman Smith asked if the IHVFD takes part in the volunteer fire system grant program. Chief Williams stated that they are in the process of getting together all the documentation required. The IHVFD is looking to replace breathing apparatus and some EMS equipment including the life pack. A Town resident asked how you can tell if a fire extinguisher is still good. Chief Williams explained that if the extinguisher is older than 12 years, on the label or stamped on the bottom, extinguish it completely and then throw it away. Councilman Smith asked if Chief Williams would recommend having a fire extinguisher on each level of the house. Chief Williams recommend the kitchen, and he would recommend the CO2 fire extinguishers.

G. Community Affairs – The Annual Breast Cancer Awareness Fitness Walk will be held on October 6th. The event starts and ends at the Pavilion and it is a little over a 3 mile walk on the trail. Saint Mary's Start of the Sea will hold a Holiday Antique Show on October 20th from 9am to 3pm. Annual Trunk to Trunk Trick or Treating will be held on October 31st from 6pm to 8pm on the Village Green. The Community Activities Committee and the IHVFD Auxiliary will hold a Christmas Craft Fair at the Pavilion on November 3rd from 9am to 2pm. The Annual Tree Lighting program will be held on Dec 4th. Gingerbread house making classes we will be held on December 7th and 9th, pre-registration is required. The Annual Holiday Festival and Vendor Fair will be held on Dec 11th at the Pavilion. The Community Dinner and Memorial Ribbon Ceremony will be held on December 15th, no ribbon purchase required to attend. Ms. Williams gave voting information for the upcoming gubernatorial election. The Community Activities Committee will not meet in October. Councilman Smith asked if someone does not have the admittance fee for the Holiday Festival how is that handled. Ms. Williams explained that the fee is a donation and they have never turned anyone away from the event if they are unable to donate.

H. Charles County Recreation – None

I. Policing Report – Officer Duley explained that he had been temporarily assigned to patrol which caused him to miss the prior month's meeting. Officer Duley reported that there were a couple of thefts from vehicles, but that has slowed down. Both thefts were from unlocked vehicles. Officer Duley reminded everyone to please call if you see anything suspicious. With Halloween coming up, Officer Duley provided safety tips such as, instructing your children not to enter people's cars or homes and inspect your children's candy. Officer Duley recently found out that Halloween is the one day of the year where children are twice as likely to be hit by a car and he asked all drivers to watch for children walking and be extra careful when entering and exiting driveways. Watch for children in dark clothing, since most will not have reflective material on them. If you have a new driver Halloween might not be the best time of year to allow them to drive. Councilman Smith asked with increased online shopping with the upcoming holidays if Officer Duley had any advice on "porch pirates". Officer Duley said the best thing to do if you know a package will be delivered is to try to work with neighbors to pick up each other packages, another option is to contact the package carrier and ask them to hold the package until you are able to pick it up. A resident in attendance mentioned that both UPS and USPS will give a day ahead notice if you register with them and ask for that service. You can register for that service online.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 10-01-18 was introduced, with tentative adoption scheduled for November 5, 2018. It is an Ordinance concerning revision of rental license fees for the purpose of revising the Town of Indian Head fees for rental license operating and inspection fees. The fees will increase from \$50 for an inspection and \$50 for a license, to \$75 for an inspection and \$75 for a license. Owners of rental properties are expected to renew their license every 2 years.

Ordinance 10-02-18 was introduced, with tentative adoption scheduled for November 5, 2018. It is an Ordinance concerning Ethics Ordinance revisions for the purpose of amending the ethics ordinance for the Town of Indian Head, to make certain modifications required by the State Ethics Commission to comply with requirements of Maryland law; modifying certain financial disclosure requirements for elected officials and candidates for election to Town office; and matters relating to the Town of Indian Head Ethics Ordinance.

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: Vivian Elder, Mattingly Avenue – Ms. Elder asked if the speed cameras in front of the school will be permanent. Town Manager Hicks explained that they will not be permanent; they will be a part of the Sheriff's Departments rotation throughout the County. Ms. Elder mentioned an ongoing issue with her neighbor's plants encroaching on her property. While this is a civil matter between neighbors, Town Manager Hicks offered to speak with Ms. Elder and Officer Duley to see if there are options to help address the situation, following the meeting. Ms. Elder asked that the Town consider putting a yellow line down Mattingly Avenue, due to unsafe driving practices that take place on the road. Town Manager Hicks noted the suggestion and will take it under consideration.

Kenneth Wayne Thompson, Assistant Director of Charles County Public Library, Potomac Branch: Mr. Thompson shared programs ongoing at Potomac branch, such as, October 8th CSM will be at the library to assist with college applications and the admission process, Oct. 2nd there will be a program in honor of domestic violence, focused on prevention and awareness. All programs at the branch are free. October 11th from 9am to 1pm, Job Source Mobile Career Center will be available. Oct. 22nd 6pm – 7:30pm, the branch is sponsoring a program on veterans benefits. Mr. Thompson asked everyone to check out the new website ccplonline.org that will list all the programs available at Potomac and other branches.

Linda Heimpel, Program Coordinator, Charles County Literacy Council – Ms. Heimpel gave the background and history of the Charles County Literacy Council. CCLC has been serving in Charles County for over 50 years, serving adults 18 and older, to help improve reading and math skills or assist with the GED program, military enlistment, or the citizenship program. All assistance is

provided free of charge. Ms. Heimpel asked everyone to spread the word to people they know who may need CCLC services, potential volunteers, or to make a donation to the program.

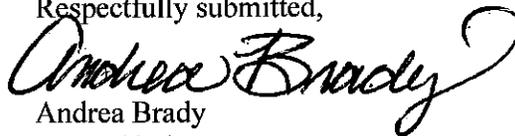
David Tominack, Strauss Avenue – Mr. Tominack discussed his concerns with Blair Road. Mr. Tominack stated there are no lines on Blair Road and people go flying down the road and are often on the wrong side of the street. Mr. Tominack stated that lines are needed, and a posted speed limit sign. Town Manager Hicks stated he believed there are speed limit signs along Blair Road, but he will check into it in the morning, and he will make a note about the lines on the road. Mr. Tominak is having issues with trash in his yard and asked that the Town consider scattering some trash cans around there area to help cut down on littering. Town Manager Hicks will look into all of the issues that Mr. Tominack mentioned. **Following the meeting it was found that there are currently 4 speed limit signs posted on Blair Road.**

Ron Strickland, Vice President, Community Love in Action – MR. Strickland gave background information on the Community Love in Action Group, which started about 5 years ago, wanting to serve the community and currently has 9 different churches that have come together to do a thanksgiving feast. What originally began as efforts to help the homeless has expanded to help the whole community. This year is the group's 5 year anniversary and they will have some extra things going on at the feast on November 10th. Mr. Strickland thanked the Town for allowing them to hold the event in the Pavilion. They are looking for volunteers to help serve and they hope to have the Council to help serve.

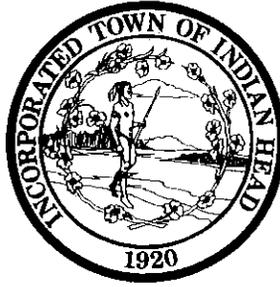
Vice Mayor Sitoula – As a citizen representing the Perry Station HOA, Vice Mayor Sitoula spoke about their recent block party. On Saturday, September 29th, the Perry Station HOA held their annual block party. Vice Mayor Sitoula thanked Karen Williams, Office Duley, McGruff and volunteers from North point for taking part in the event. Vice Mayor Sitoula also thanked Mayor Paulin for attending and Councilman Smith for his consideration of the invitation. Vice Mayor Sitoula said it was a wonderful day, a lot of sunshine, and a continued tradition passed on by previous HOA presidents. Vice Mayor Sitoula asked for everyone to keep the previous HOA president in their thoughts and prayers as he deals with a loss in the family.

With no further questions or comments, the meeting adjourned at 8:23pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: September 2018

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/5/18	Variety Contractors for: Rickie Posey 21 East Poplar Lane			Residential Addition
9/27/18	CMI General Contracting for: 4445 Indian Head Highway, LLC 4470 Strauss Avenue			Renovations to existing Warehouse

USE & OCCUPANCY PERMITS;

9/27/18	Mithat Cenkeci 314 Parran Lane			Shed
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

9/5/18	Variety Contractors for: Rickie Posey 21 East Poplar Lane			Demolition of existing the addition on home to rebuild
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GRADING PERMITS;

No Grading permits were issued during the month of September.

SIGN PERMITS;

No Sign permits were issued during the month of September.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 8/1/18 to 8/31/18

CASH BALANCE AUGUST 1, 2018 \$89,288.88

REVENUES	
General	96,447.08
Trash	102,384.14
Water & Sewer	229,926.99
Parks/Pavillion	1,775.00
Land	-
SUB-TOTAL	430,533.21
LGIP Transfer(s)	
Money Market Interest	4.48

TOTAL REVENUES 4.48 430,537.69

EXPENDITURES	
General	(72,165.40)
Trash	(20,017.50)
Sewer/Water	(71,296.45)
Parks/Pavillion	(11,148.92)
SUB-TOTAL	(174,628.27)

OldLine & Blue/Paymentus Merchant Fee(s)	(240.22)
LGIP Transfer(s)	
Check Order	-
Payroll	(49,311.07)
Wire Trans FICA, W/H Tax, Sales Tax	(19,994.72)
SUB-TOTAL	(69,546.01)

TOTAL EXPENDITURES (244,174.28)

CASH BALANCE AS OF AUGUST 31, 2018 \$275,652.29

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	205,355.96
BOARDWALK	535,309.77
SEWER/WATER FUND	42,266.87
REFUSE FUND	122,603.20
HIGHWAY USER	10,045.29
100 YEAR CELEBRATION	18,081.56
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 933,662.65
SEWER BOND (AMERICAN FUNDS)	111,288.86
TOTAL INVESTMENTS	\$ 1,044,951.51

FINANCE REPORT 9/1/18 to 9/30/18

CASH BALANCE SEPTEMBER 1, 2018 \$275,652.29

REVENUES		
General	155,440.94	
Trash	5,843.15	
Water & Sewer	12,445.66	
Parks/Pavillion	3,175.00	
Land	-	
SUB-TOTAL	176,904.75	176,904.75
LGIP Transfer(s)		
Money Market Interest	10.33	

TOTAL REVENUES 10.33 176,915.08

EXPENDITURES		
General	(56,403.40)	
Trash	(35,717.66)	
Sewer/Water	(59,946.57)	
Parks/Pavillion	(9,618.00)	
SUB-TOTAL	(161,685.63)	(161,685.63)

OldLine & Blue/Paymentus Merchant Fee(s)	(1,222.18)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(40,396.37)	
Wire Trans FICA, W/H Tax, Sales Tax	(19,425.11)	
SUB-TOTAL	(61,043.66)	(61,043.66)

TOTAL EXPENDITURES (222,729.29)

CASH BALANCE AS OF SEPTEMBER 30, 2018 \$229,838.08

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	205,701.63
BOARDWALK	536,210.83
SEWER/WATER FUND	42,338.01
REFUSE FUND	122,809.57
HIGHWAY USER	10,062.19
100 YEAR CELEBRATION	18,111.99
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 935,234.22

SEWER BOND (AMERICAN FUNDS)	111,288.86
TOTAL INVESTMENTS	\$ 1,046,523.08