

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, OCTOBER 2, 2017  
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 L. Hicks, Town Manager  
Andrea Brady, Town Clerk  
Ginger Foster, Finance Director  
Karen Williams, Community Affairs

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 22**

Mayor Paulin asked that everyone keep the victims of the tragedy in Las Vegas in their thoughts and prayers.

**Minutes:** September 5<sup>th</sup> Town meeting minutes and September 28<sup>th</sup> 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 2017 was read (attached).
- B. **Finance Report** – The finance report for September 2017 was read (attached).
- C. **Town Manager's Report** – The State has approved the funding change from a 50/50 match to an 80/20 match for the Boardwalk project. The State will be contributing 3.3 million dollars to the project. The Town has taken over the DHCD grant as it relates to the properties outside of the base gate and work will be completed this month. End to end testing for online bill pay has been completed and there is a go live date of October 9<sup>th</sup>. The NEPA documentation for the Village Green Restrooms project is almost complete. This has to be completed before the project can be advertised but work should begin in spring 2018.
- D. **Code Enforcement Report** – The Town issued 25 notices of violation during the month of September 2017. 2 property maintenance violations, 4 vehicle violations, 6 rental license violations, 9 grass and weed violations, 1 rubbish and garbage violation, 2 work without a permit violations and 1 premises identification violation. The Town performed 5 rental inspections for the month of September 2017. Councilman Smith asked how many of the violations result in a fine. Town Manager Hicks explained that there are usually some that go onto a fine letter but they tend to take care of the violation before it moves to a citation.

- E. **Planning Commission Report** – The Planning Commission reviewed a concept plan for development on Seventh Street and discussed the Land Use chapter of the Comprehensive Plan.
- F. **Parks and Recreation Report** – Councilman Smith reported that P&R will be holding a Health Fair on October 28<sup>th</sup> at the Village Green Pavilion and they plan to hold more indoor family activities during the fall and winter.
- G. **Environmental Sustainability Report** – Councilman Smith reported that the ESC will be starting storm drain stenciling soon. The ESC feels this will help give insight to residents on the impact that dumping into the drains can have on nature.
- F. **Bureau of Fire Prevention** – Deputy Chief Wayne Higdon reported that Chief Williams is unable to attend because he is teaching classes. For the month of September there were 20 fire Responses, 10 in Town and 10 mutual aid, 43 EMS calls and 120 hours of training were completed. October is Fire Prevention month and the IHVFD will hold their annual Open House on Saturday, October 14<sup>th</sup> from 10am to 2pm. This year's Fire Prevention month logo is two ways out. Deputy Chief Higdon suggested that when you have a second floor you may want to consider having a chain ladder that unrolls out the window to help you have a safe escape. Councilman Smith asked if the increase in medical responses was more mutual aid. Deputy Chief Higdon informed Councilman Smith that the increase was for in Town responses. Deputy Chief Higdon also reminded everyone with heat pumps that they will accumulate dust during the summer months that will burn off when the pump is turned on, so consider testing the unit prior to when you need it in case it needs to be cleaned.
- G. **Community Affairs** – Karen Williams reminded everyone about smoke detector inspections and security surveys that are available to Town residents. The United Methodist Church will be holding a "Where there is a will there is a way" program to discuss wills with participants. It will be held on October 21<sup>st</sup> from 10am to noon. Trunk to Trunk Trick or Treating will be held on Tuesday, October 31<sup>st</sup>. Fall in Love with Indian Head will be held in conjunction with the Health Fair on October 28<sup>th</sup>. The 2<sup>nd</sup> Annual Christmas Craft Fair will be held at the Pavilion on November 4<sup>th</sup>. Other upcoming holiday events include the Veterans Day Ceremony and Luncheon, Tree Lighting, Holiday Festival, Gingerbread House Classes and the Community Dinner and Memorial Ribbon Ceremony. Ms. Williams encouraged residents to take copy of the guides available on emergency preparedness and ways to fight germs.
- H. **Charles County Recreation** – No report.
- I. **Policing Report** – CPL Steve Bryant stated that the Town is currently not experiencing any major crime trends. CPL Bryant reminded residents about the need for Halloween safety. Driver need to be aware and parents should take their children where they know the people and they can trust them. Parents should also put reflective material on their children to increase their visibility to motorists. CPL Bryant encouraged everyone to attend Trunk to Trunk Trick or Treating on the Village Green. Councilman Smith asked what the best way to handle people who do not keep their dogs on leashes. CPL Bryant

explained that Charles County does have lease laws and if anyone has an issue of this nature they can call the Sheriff's Department and lodge a complaint with Animal Control.

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** None

**Petitions:** None

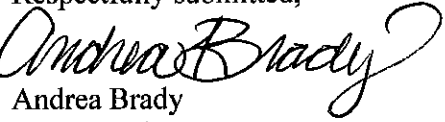
**Unfinished Business:** None

**New Business:** None

**Miscellaneous:** Mayor Paulin read the upcoming October events and meetings and reminded everyone that Lackey's Home Coming will be on October 6<sup>th</sup> and he has a pie in the face bet with the Mayor of La Plata on who will win. Town Manager Hicks informed everyone that the Town's sign is currently down, but parts have been ordered and the sign should be repaired soon.

**Citizen's Comments:** Jim Hudnall of the Oxon Hill Bicycle Club thanked the Town for the continued partnership with their Annual Indian Head 100 and that it was a successful event again this year. Mr. Hudnall especially thanked Karen Williams and the St. James Church. Mr. Hudnall presented Ms. Williams, the Council and Town Manager Hicks with Indian Head 100 t-shirts. Mr. Hudnall mentioned the plans being considered for the new Nice Bridge. While Mr. Hudnall hopes that future bridge will be nice and have bike lanes, there is currently a plan being considered to remove the proposed lanes. Mr. Hudnall gave the Council a draft letter for their review and consideration to send. Mayor Paulin thanked Mr. Hudnall for the Club's \$3,000 donation to the Town.

With no further questions or comments, the meeting adjourned at 7:53 pm.

Respectfully submitted,  
  
Andrea Brady  
Town Clerk

FINANCE REPORT 9/1/17 to 9/30/17

CASH BALANCE SEPTEMBER 1, 2017 \$389,985.74

REVENUES		
General	54,528.40	
Trash	7,950.77	
Water & Sewer	17,753.05	
Parks/Pavillion	1,855.00	
Land	-	
SUB-TOTAL		82,087.22
LGIP Transfer(s)		
Money Market Interest	13.14	

TOTAL REVENUES 13.14 82,100.36

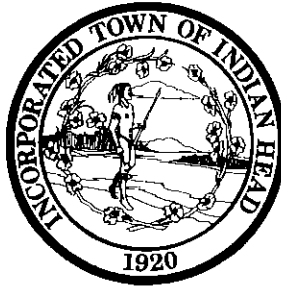
EXPENDITURES		
General	(64,244.75)	
Trash	(21,438.69)	
Sewer/Water	(53,484.26)	
Parks/Pavillion	(15,457.07)	
SUB-TOTAL		(154,624.77)

PNC, OldLine & Blue Merchant Fee(s)	(1,048.55)	
Credit Card Machine	-	
LGIP Transfer(s)		
Check Order		
Payroll	(51,509.10)	
Wire Trans FICA, W/H Tax, Sales Tax	(21,577.18)	
SUB-TOTAL		(74,134.83)

TOTAL EXPENDITURES (228,759.60)

CASH BALANCE AS OF SEPTEMBER 30, 2017 \$243,326.50

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	202,683.30
BOARDWALK	528,342.74
SEWER/WATER FUND	71,460.57
REFUSE FUND	121,007.58
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 923,494.19
SEWER BOND (AMERICAN FUNDS)	109,006.60
TOTAL INVESTMENTS	\$ 1,032,500.79



## *Town of Indian Head, Maryland*

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: September 2017

### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/21/17	Francis Ifeacho 44 Mattingly Avenue			Addition

### ***USE & OCCUPANCY PERMIT;***

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

### ***TEMPORARY USE & OCCUPANCY PERMIT;***

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

### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of September.

### ***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.