

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, OCTOBER 3, 2016  
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

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 29**

**Minutes:** September 6<sup>th</sup> Town meeting minutes and September 21<sup>st</sup> work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented; Councilman Smith 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 2016 was read (attached).
- B. **Finance Report** – The finance report for September 2016 was read (attached).
- C. **Town Manager's Report** – Please have your trash curbside by 7:30am on the day of your scheduled pick up. New members are still needed for the Board of Zoning Appeals, Planning Commission, Ethics Commission, Parks and Rec and the Environmental Sustainability Committee. Please contact the Town Hall if you would like a new 95 gallon toter for recycling delivered to your home or place of business. Broadband construction is well underway and will be completed this month. Construction of the restrooms on the Village Green for the TAP grant will begin this month. The ULI Study was held on September 20<sup>th</sup> and 21<sup>st</sup>. The Town will have the final report from the study this month. The Military Alliance Council has applied for a grant to remove the remaining debris outside the base gate. The Town hopes to have online bill pay up and running by the next billing cycle. Public Works is in the process of making repairs at the Well 4 location. The Town has received a \$200,000 energy grant from MDE for the Waste Water Treatment Plant. The Town has received a 2016-2017 Safety Award from Chesapeake Employers Insurance Company. The Town is one of 37 winners out of over 3500 workers compensation insurance policies. SHA contacted Town Manager Hicks to see if the lowest responsive, responsible bidder on the Boardwalk Project would honor their price from last year. The funding request looks promising.

- D. Code Enforcement Report** – The Town issued 186 violations during the month of September 2016. There was 1 property maintenance violations, 22 trash and debris violations, 5 vehicle violations, 153 grass & weeds violations, 1 rental violation and 4 premises identification violations. There were 12 rental inspections performed during the month of September 2016.
- E. Planning Commission Report** – The September Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – Councilman Smith reported that the PRC kicked off their dance program at the Senior Center and it is going to be a success and a much needed program for the youth in Town. Councilman Smith also thanked those who had to have their meetings rescheduled to allow for the dance program to be held at the Senior Center.
- G. Environmental Sustainability Report** – Councilman Smith reported that the ESC is working with Mike Hunninghake from the University of Maryland on a packet that covers requirements for the Town's ESC.
- F. Bureau of Fire Prevention** – Chief Williams reported that the IHVFD responded to 18 fire responses, 8 first due, 10 mutual aid, 25 emergency medical responses and completed 125 hours of training for the month of September. The IHVFD will be holding their Open House on October 15<sup>th</sup> and everyone is encouraged to attend. Don't forget to change your clocks and your smoke detector batteries on November 6<sup>th</sup>. The tower truck project has been approved. Chief Williams thanked Town Manager Hicks and Mayor Paulin for their support of the project. The month of October is Fire Prevention month. Chief Williams discussed the new 10 year battery smoke detectors. The IHVFD has smoke detectors available and they will install them at no charge to the resident. The IHVFD will be doing their annual fire prevention program with the elementary school. Chief Williams explained the funding for the new ladder truck and they plan to sell the old ladder truck to put the funds towards future apparatus purchases.
- G. Community Affairs** – No report.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot reported that prior to vandalism that took place this past weekend at the Mattingly Park restrooms and the Village Green gazebo, crime had been down. Officer Elliot asked for the public's assistance that if they see something please say something and if they have information on the vandalism that took place to please call the Sheriff's Department. Anonymous tips are welcome as well. Officer Elliot reminded everyone about Trunk to Trunk Trick or Treating coming up on October 31<sup>st</sup>. A resident asked for an update on what was going on, on Lookout Drive and River Watch. Officer Elliot mentioned that a person of interest was being looked into and has since been arrested with charges pending, he will however look into the recent police activity to see what he can find out and he will report back what

he is able to share with the public. Officer Elliot ended his report by reminding everyone to lock their doors and remove their valuables from their cars.

**Briefings:** Councilman Smith is a part of the Maryland Municipal League's Hometown Emergency Preparedness Advisory Committee and he gave a briefing on cyber and emergency preparedness. Councilman Smith discussed disaster preparedness in phases. With the changing seasons you have to be concerned about power outages, flooding, tornadoes and snow storms. Phase one is preparing with friends. Phase two is preparing through service. Councilman Smith is interested in establishing a Town of Indian Head CERT and a Youth Preparedness Council. Charles County's point of contact for emergency services is Jennifer Adams. Phase three is individual preparedness and stage four is get started. The cyber preparedness portion of the briefing covered stopping identity theft, reputation services, and email spam. Councilman Smith's briefing will be posted on the Town's website for the month of October. Councilman Smith encouraged residents to take the informational flyers he received from FEMA, and he also plans to take the flyers door to door to get the information out to all residents.

**Presentations/Recognitions:** None

**Resolutions:** Resolution 10-01-16, a resolution regarding approval of a Joint Land Use Study with the Naval Support Facility (NSF) Indian Head was introduced for adoption. Councilman Smith made a motion to adopt resolution 10-01-16. Vice Mayor Sitoula seconds the motion. Mayor Paulin opened the floor for comment before a final vote was taken. Brian Klaas, Co-Chair of the Military Alliance Council expressed concerns over adoption of the JLUS and encouraged Council to table the decision until the JLUS could be fully vetted. Mr. Klaas also stated that he believes that the MAC and the Town's residents need to see the Council's vision for the Town and see if their plans and the recent studies are compatible with the JLUS. Vince Hungerford is not a Town resident but a significant land holder in the Town and he echoes Mr. Klaas. Mr. Hungerford also mentioned that the County's Comprehensive Plan was just recently adopted with a large amount of revisions putting a lot of land in the Western side of the county in watershed conservative and he feels this should be taken into consideration before adoption of the JLUS. Councilman Smith asked Amy Blessinger if there would be an impact from the Town delaying adoption. Ms. Blessinger will have to speak with the project manager and look into an extension on the grant that is funding the JLUS 100%. Ms. Blessinger also mentioned that even after adoption the JLUS is a living document and the Implementation Committee will be able to make changes. Vice Mayor Sitoula made a motion to table adoption of Resolution 10-01-16. Councilman Smith seconds the motion. Motion carried by voice vote: 3-Ayes, 0-Nays.

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

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

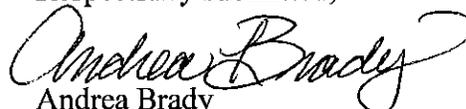
**Citizen's Comments:** Cynthia Simmons, Director of the Senior Center gave information on the 11<sup>th</sup> Annual Breast Cancer Awareness Fitness Walk that will be held on Saturday, October 8<sup>th</sup>. The money raised from the walk will be staying in the County this year and it will go to Sisters at Heart. The walk includes fun activities and raffles. Ms. Simmons thanked the Town, local businesses and all of the supporters of the annual walk. Ms. Simmons said the Indian Head Senior Center is not your mother's Senior Center. They have tai chi classes, fitness classes, jewelry classes, self-defense, and music lessons just to name a few. Following Trunk to Trunk Trick or Treating, the Senior Center will be showing Hocus Pocus outside, weather permitting. Ms. Simmons also has volunteer opportunities available and she expressed the importance of the Senior Center program to help seniors stay independent.

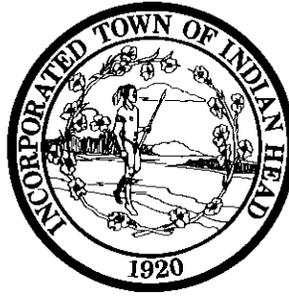
Sheila Zattau of AVSI said the company has an Alzheimer's team for her dad who passed away in 2010. The team had a goal this year to raise \$12,000 for the cause and they were able to reach that goal. Ms. Zattau thanked everyone who contributed and gave their support.

Brian Klaas, Co-Chair of the MAC recently held a meeting where a desire was expressed to have movies available at the Black Box Theatre. Mr. Klaas asked that if funding was available for a projection system, if the Council would support this idea. Vice Mayor Sitoula has been working with his brother who is a projectionist to try to get a projection system for the Town. The request is currently at the CEO level and a screen would be an additional cost. Mr. Klaas recently spoke with Evie Hungerford from the Black Box Theatre and she has looked into a system in the \$5,000 range. The MAC wants to support this project. Councilman Smith expressed the need to look into any legal requirements for showing films at the Theatre. Jeron Hayes mentioned that the Heart Cry Church plans to start offering free community movie night at the Black Box every 2<sup>nd</sup> Sunday afternoon. Ms. Hayes will get further information to the Town. If a program is started to show films regularly a nominal fee would be charged to recuperate costs.

With no further questions or comments, the meeting adjourned at 8:39pm.

Respectfully submitted,

  
Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: September 2016

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

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/6/16	Affordable Basement for: Thomas Gattis 4475 Strauss Avenue			Install interior drain tile and waterproofing
9/8/16	SO MD Deck for: James Amburgey 25 Indian Head Avenue			Fence
9/13/16	O'Hennon Builders for: Larry Hastings 25 Mattawoman Court			Deck & Fence
9/16/16	Timothy O'Dell 107 Jenkins Drive			Fence
9/16/16	Solar Energy World for: Jazather Thompson 15 Thompson Lane			Solar Panels
9/16/16	Solar Energy World for: Sherwin Douglas 1 River Watch Lane			Solar Panels
9/20/16	James Miles, Jr. 3 Kenrick Court			Shed
9/22/16	Solar City for: Latisha McFarland 4130 Arthur Ross Place			Solar Panels
9/22/16	Solar City for: Terrance Crawley 1 Rivers Edge Terrace			Solar Panels

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

No U & O Certificates were issued during the month of September.

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

9/30/16	Ramjee Pahadee 116 River Watch Drive			Deck
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***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of September.

***GRADING PERMITS;***

9/27/16 Maryland Broadband Cooperative

Directional bore 2" Conduit,  
With fiber optic cables placed inside;  
on 210, from Potomac Ave to Pye St.

***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 9/1/16 to 9/30/16

CASH BALANCE SEPTEMBER 1, 2016 \$440,948.94

REVENUES

General	135,622.44	
Trash	4,543.44	
Water & Sewer	10,662.12	
Parks/Pavillion	-	
Land	-	
SUB-TOTAL		150,828.00
LGIP Transfer(s)	-	
Money Market Interest	24.06	

TOTAL REVENUES 24.06 150,852.06

EXPENDITURES

General	(57,393.57)	
Trash	(23,524.83)	
Sewer/Water	(73,069.56)	
Parks/Pavillion	(6,695.63)	
SUB-TOTAL		(160,683.59)

PNC & Amer Exp Merchant Fee(s)	(2,201.84)	
Credit Card Machine	(42.35)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(48,534.39)	
Wire Trans FICA, W/H Tax, Sales Tax	(19,904.68)	
SUB-TOTAL		(70,683.26)

TOTAL EXPENDITURES (231,366.85)

CASH BALANCE AS OF SEPTEMBER 30, 2016 \$360,434.15

LGIP ACCOUNTS

HIGHWAY FUND	3.78
PARK FUND	201,287.73
BOARDWALK	524,704.88
SEWER FUND	27,803.77
WATER FUND	43,164.81
REFUSE FUND	120,174.40
TOTAL LGIP ACCOUNTS	\$ 917,139.37

SEWER BOND (AMERICAN FUNDS) 109,860.59

PNC 5,993.48

TOTAL INVESTMENTS \$ 1,032,993.44