

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, OCTOBER 7, 2019  
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**

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

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 17**

**Minutes:** September 3<sup>rd</sup> Town meeting minutes and September 25<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 was read. (See attached)
- B. **Finance Report** – The finance report for September was read. (See attached)
- C. **Town Manager's Report** – The maintenance agreements were executed for the Boardwalk project. The Maryland Board of Utilities and MDE approval has been granted. The final wetlands package was sent to the Army COE, and ARRO is addressing their comments. The specifications and cost opinion for the Village Green restrooms project was forwarded to SHA for review. The Charles County SCD approval has been obtained. Town of Indian head building and grading permits were applied for and approved. The Town addressed SHA comments and construction is scheduled to begin soon. The Town is looking to update current building codes, the zoning code and the comprehensive plan. The draft zoning code has been sent to Critical Area for review. Building codes are being placed in ordinance format for Council review. The planning Commission is addressing the comprehensive plan. The Town is also developing it's MS4 report. A flood study was completed in the Knotts and Teates neighborhoods. The field work has been completed and recommendations from the engineering firm are in hand. An addendum to the flood study has been received, and grants have been applied for to fund the work. The Town will resume cleaning septic tanks and lift stations this month. Paving repairs all over Town will take place this month. The leaf vac is scheduled to start on Wednesday, November 6<sup>th</sup>. The Town has begun the process of doing some energy efficiency improvements in partnership with SMECO. The first one has been completed and it was a complete lighting retrofit at the Pavilion. The Humane Society has a grant funded feral cat program called the TNR program. They will capture, fix, treat, and ear tip the feral calls, and the great thing about the program is that the Humane Society does all the work.

- D. Code Enforcement Report** – The Town issued 58 violations, 28 fines and 12 citations during the month of September and cleared 26 violations. The Town also completed 41 rental inspections for the month of September.
- E. Planning Commission Report** – The September Planning Commission meeting was canceled.
- F. Parks and Recreation Report & Environmental Sustainability Report** – Councilman Smith spoke about October being cyber security awareness month and thanked all the professionals that protect and defend us on a daily basis. Councilman Smith gave a list of things that will not happen. You will not have a prince that you need to send money to. Publishers Clearing house will not call you to say you need to give them money for access to prizes. The IRS and Social Security will not call you requesting money. If you have family members that may be susceptible to this sort of scheme you should put mechanisms in place to help keep them from losing their money. Many people do this for a living. If it sounds too good to be true it is. On the back table there is an awareness pamphlet available. Multiple times a year you should change your passwords and all of them should not be the same. A lot of time fraudulent activity will happen from within the family. Don't be overly trusting. On the 19<sup>th</sup> of October there will be a watershed cleanup at Mattingly Park from 9am to 11am, if interested in volunteering please come down.
- G. Bureau of Fire Prevention** – Chief Williams reported that for the month of September the IHVFD has 24 fire calls, 13 in town and 11 mutual aid. They had 28 medical calls, completed 157 hours of training and installed 14 smoke detectors. October is fire prevention month. This year's message is to plan and practice an escape route. The IHVFD & RS will hold their annual open house October 12<sup>th</sup> from 11am to 3pm and they will have a lot of interesting information available. Chief Williams is working with the Elementary school on scheduling the annual fire prevention program.
- H. Community Affairs** – Karen Williams spoke about the United Way of Charles County's Community Connections Pop Up that was held at the Senior Center this past Saturday. The next Pop Up will be held on December 7<sup>th</sup> and will include free dental services. Community Activities Committee will meet on October 8<sup>th</sup> and will prep for the Breast Cancer Awareness Walk and Trunk to Trunk as well as begin their 2020 event calendar. The Annual Breast Cancer Awareness and Fitness Walk will be held on Saturday, October 12<sup>th</sup> from 8:30am to 1pm. On October 25<sup>th</sup> the quarter throw down auction sponsored by Charles County Public Schools will be held at the Pavilion. United Way of Charles County in partnership with the Town will hold Pumpkins on the Potomac Fall Fest on October 26<sup>th</sup> from 10am to 2pm. Most of the activities will be free but some will require a nominal charge for tickets. Trunk to Trunk Trick or Treating will be held on Thursday Oct. 31<sup>st</sup> from 6pm to 8pm form children 12 years and younger. The Community Activities Committee is looking for trunk to trunk participants to bring their trunks full of candy. The Community Activities and IHVFD Auxiliary will hold their annual Christmas Craft Fair on Saturday Nov. 2<sup>nd</sup> 9am to 2pm at the Village Green Pavilion. The annual Veterans Day Ceremony & Luncheon will be held on Nov. 7<sup>th</sup>. St. James Church's last community spaghetti dinner for the year will be held on Monday December 2<sup>nd</sup> from 5pm to 6:30pm. Save the date for the Town's 100<sup>th</sup> Celebration on Saturday September 26<sup>th</sup>, 2020, 10am to 6pm. Anyone interested in serving on the event committee please email

Karen.

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

**J. Policing Report** –Corporal Curtis spoke about the importance of being safe at school bus stops. He also reminded everyone not to park in front of yellow or red curbs, make sure tags are good on cars parked on the street and the tires are inflated to avoid violations. Remember that pedestrians have the right of way at crosswalks. There have been a lot of thefts from vehicles and thefts from homes happening because people are not locking their cars and homes. Make sure you always lock your property. Corporal Curtis also spoke about virtual crime watch

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** None

**Petitions:** None

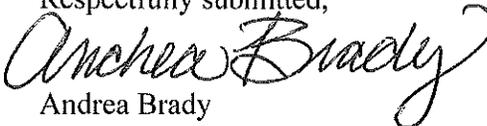
**Unfinished Business:** None

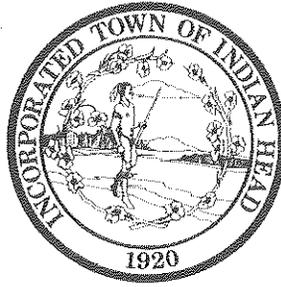
**New Business:** None

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

**Citizen's Comments:** Dauveen Walker, Branch Manager at the Potomac Branch Library informed everyone that the library will be closed October 14<sup>th</sup> to 26<sup>th</sup> for building improvements. Nothing will be due at that time and any books on hold will be held hold through the end of the closure and no one will be able to submit new holds during that time.

With no further questions or comments, the meeting adjourned at 7:59pm.

Respectfully submitted,  
  
Andrea Brady  
Town Clerk



*Town of Indian Head, Maryland*

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: September 2019

***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/10/19	Sustainable Energy for: Sylvia Weber 4 Rivers Edge Terrace			Solar panels
9/10/19	Muhr Management for: John Blandford 4105 Gibey Place			SFD Renovation & Deck
9/10/19	Rosalind Brown 7 Meadowside Court			Deck
9/13/19	Heath Design Group for: PNC Bank 1 N Prospect Avenue			Walk Up ATM Machine
9/30/19	Starvos Middleton 12 River Watch Lane			Shed

***USE & OCCUPANCY PERMITS;***

9/10/19	Hampstead Charles Landing Partnership 26 Jameson Court			TH/Apt fire restoration
---------	---	--	--	-------------------------

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

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

***DEMOLITION PERMITS;***

No Demolition permits issued during the month of September.

***GRADING PERMITS;***

No Grading permits 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 9/1/19 to 9/30/19

CASH BALANCE SEPTEMBER 1, 2019 \$643,735.08

REVENUES	
General	49,211.24
Trash	5,085.58
Water & Sewer	15,885.74
Parks/Pavillion	7,800.82
Land	-----
SUB-TOTAL	77,983.38

LGIP Transfer(s)	
Grant(s)	
Money Market Interest	12.94
SUB-TOTAL	-----
	12.94

TOTAL REVENUES -----  
77,996.32

EXPENDITURES	
General	(60,635.04)
Trash	(22,193.27)
Sewer/Water	(59,670.64)
Parks/Pavillion	(14,458.30)
SUB-TOTAL	-----
	(156,957.25)

OldLine & Blue/Paymentus Merchant Fee(s)	(1,147.31)
LGIP Transfer(s)	
Check Order	-
Payroll	(43,484.75)
Wire Trans FICA, W/H Tax, Sales Tax	(25,833.29)
SUB-TOTAL	-----
	(70,465.35)

TOTAL EXPENDITURES -----  
(227,422.60)

CASH BALANCE AS OF SEPTEMBER 30, 2019 -----  
\$494,308.80

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	110,056.28
BOARDWALK	347,651.24
SEWER/WATER FUND	43,340.70
REFUSE FUND	125,718.37
HIGHWAY USER	10,300.39
100 YEAR CELEBRATION	27,584.42
TOTAL OLD LINE INVESTMENT ACCOUNTS	-----
	\$ 664,651.40

SEWER BOND (AMERICAN FUNDS)	118,058.58
TOTAL INVESTMENTS	-----
	\$ 782,709.98