

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, NOVEMBER 4, 2019  
VILLAGE GREEN PAVILION**

Mayor Paulin called the meeting to order at 7:30pm.

**Roll Call**

Brandon Paulin, Mayor  
Ron Sitoula, Vice Mayor

**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: 20**

**Minutes:** October 7<sup>th</sup> Town meeting minutes and October 23<sup>rd</sup> work session minutes Vice Mayor Sitoula made a motion to approve the minutes as presented; Mayor Paulin seconds the motion. The minutes were approved as presented by voice vote: 2-Ayes, 0-Nays.

**Reports of Officers, Boards and Committees:**

- A. Permits** – The permits report for October was read. (See attached)
- B. Finance Report** – The finance report for October was read. (See attached)
- C. Town Manager's Report** –The Town has obtained the Army COE permit for the Boardwalk project and all that remains is the Utility permit Construction to begin soon on the Village Green restrooms project, with the Town employees installing the water and sewer lines. The Town is looking to update the current building codes, Zoning code, and Comprehensive Plan. The draft Zoning Ordinance has been sent to Critical Area for review. The building codes are being placed in Ordinance form for the Council's review. The Planning Commission is addressing the Comprehensive Plan and the Town is also developing its annual MS4 report. Paving repairs will take place all over Town this month. Repairs will take place on Jenkins Drive, East Raymond Avenue, Mattingly Avenue, Pine Street and Indian Head Avenue to name a few. The leaf vac will start on Wednesday November 6<sup>th</sup>. Please do not pile leaves in front of a storm drain or within a ditch. The Town has begun the process of doing some energy efficiency improvements in partnership with SMECO. The first project was completed which was a complete lighting retrofit at the Pavilion. The Town Hall, Public Works and Senior Center will be completed within the next few months.
- D. Code Enforcement Report** – The Town issued 27 violations, 3 fines and 16 citations during the month of October and cleared 10 violations. The Town also completed 13 rental inspections for the month of October.

- E. Planning Commission Report** – The Planning Commission discussed chapters 6 (Housing Element) and 7 (Economic Element) of the Comprehensive Plan.
- F. Parks and Recreation Report & Environmental Sustainability Report** – No report.
- G. Bureau of Fire Prevention** – Chief Williams reported that for the month of October the IHVFD had 29 fire responses, 16 in Town and 13 mutual aid, 43 emergency medical calls and completed 100 hours training. Chief Williams said they did not have the best turnout for their open house, but they did have successful fire prevention activities with the Pre-K and Kindergarten classes. On November 2<sup>nd</sup> the IHVFD partnered with the Red Cross and went door to door with smoke detectors and installed 89 detectors. They hope to hold the event again in the spring. As the season is changing people are going to start using heaters, please get home furnaces or fireplaces inspected and cleaned to prevent any issues and remember to have 3 feet of space around portable heaters. Give kerosene heaters plenty of area to vent, and do not use gasoline in the heater.
- H. Community Affairs** – Community Love in Action will hold a free community feast on Saturday, November 16<sup>th</sup> from 3pm to 5:30pm at the Village Green Pavilion. The Veterans Day Ceremony & Lunch will be held on Thursday, November 7<sup>th</sup> starting at 11am at the Village Green Pavilion. Save the date for the Taste of Indian Head on Saturday, May 2, 2020 and the Town’s 100<sup>th</sup> Anniversary Celebration on Saturday, September 26, 2020.
- I. Charles County Recreation** – No report.
- J. Policing Report** – Corporal Curtis spoke about burglaries and vehicles being broken into and reminded everyone to keep all their doors locked. Corporal Curtis spoke about an incident in Potomac Heights involving gun safety and reminded everyone to keep guns away from children and have them secured with gunlocks. Corporal Curtis reminded everyone to be mindful of their surroundings, try to have a flashlight and a cell phone with you if you are in a dark area and pay attention to street signs in case you have to place an emergency call

**Briefings:** None

**Presentations/Recognitions:** A proclamation for Municipal Government Works Month was presented to Mayor and Council. Vice Mayor Sitoula made a motion to pass the proclamation; Mayor Paulin seconds the motion. The proclamation was approved as presented by voice vote: 2-Ayes, 0-Nays.

**Resolutions:** None

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

**New Business:** The Council discussed their proposed change to the start time of the Town meeting to 4:00pm which would begin in January 2020. The Council opened the floor for comment. Two residents spoke in opposition of the proposed change expressing concerned that the earlier time will not allow as much accessibility for residents and asked the Council to consider a different time. The Council will discuss the proposed change further at the work session and will have it as a new business item on the December Town meeting agenda.

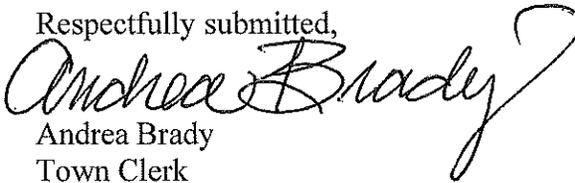
**Miscellaneous:** Mayor Paulin read the upcoming events and meetings for November.

**Citizen's Comments:** Oxon Hill Bicycle & Trail Club President, Donaro Gardner and Public Relations Chair, Jim Hudnall thanked the Town Council for their hospitality and presented them with shirts from the Indian Head 100. Mr. Hudnall also spoke about the new Nice and asked that the Council sign the letter that is requesting the government make sure to include a bike lane on the new bridge.

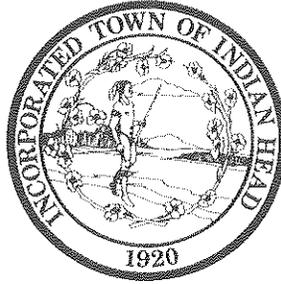
Dauveen Walker, Branch Manager at the Potomac Branch Library reported that the renovations are now complete at the library. Ms. Walker apologized for any inconvenience the renovations may have caused and encouraged everyone to come by and see the improvements that were made.

With no further questions or comments, the meeting adjourned at 7:54pm.

Respectfully submitted,



Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

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

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

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/1/19	Shirley Glover 29 Dove Tree Court			Fence
10/3/19	Haroldlind Fitzgerald 106 Bland Drive			Shed
10/8/19	MDF Enterprises for: Kathryn Prather 82 Mattingly Avenue			Deck
10/9/19	Helen Boone 36 Mattingly Avenue			Interior Alteration to add a powder room
10/16/19	Rainbow Construction 29 Stuart Place			Deck
10/16/19	FEM Construction for: Lashawndy Cobey 5 Pine Street			Deck
10/17/19	James & Betty Palmer 31 Sixth Street			Shed

### ***USE & OCCUPANCY PERMITS;***

10/18/19	Rosalind Brown 7 Meadowside Court			Deck
10/29/19	James & Betty Palmer 31 Sixth Street	SFD		
10/29/19	Guadagnoli Properties 29 Stuart Place	SFD		

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

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

***DEMOLITION PERMITS;***

No Demolition permits issued during the month of October.

***GRADING PERMITS;***

10/2/19 Town of Indian Head  
4195 Indian Head Highway

Public restroom facility/picnic shelter  
at Village Green Park

***SIGN PERMITS;***

No Sign permits were issued during the month of October.

***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 10/1/19 to 10/31/19

CASH BALANCE OCTOBER 1, 2019 \$494,308.80

REVENUES

General	427,226.20
Trash	40,394.09
Water & Sewer	60,584.35
Parks/Pavillion	6,105.00
Land	

SUB-TOTAL 534,309.64

LGIP Transfer(s)

Grant(s)	
Money Market Interest	52.81

SUB-TOTAL 52.81

TOTAL REVENUES

534,362.45

EXPENDITURES

General	(106,788.76)
Trash	(19,646.92)
Sewer/Water	(105,006.01)
Parks/Pavillion	(19,091.56)

SUB-TOTAL (250,533.25)

OldLine & Blue/Paymentus Merchant Fee(s) (375.73)

LGIP Transfer(s)

Check Order	-
Payroll	(44,312.95)

Wire Trans FICA, W/H Tax, Sales Tax (22,508.80)

SUB-TOTAL (67,197.48)

TOTAL EXPENDITURES

(317,730.73)

CASH BALANCE AS OF OCTOBER 31, 2019

\$710,940.52

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	110,295.80
BOARDWALK	348,407.88
SEWER/WATER FUND	43,435.02
REFUSE FUND	125,991.98
HIGHWAY USER	10,322.80
100 YEAR CELEBRATION	27,644.45

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 666,097.93

SEWER BOND (AMERICAN FUNDS)

119,898.83

TOTAL INVESTMENTS

\$ 785,996.76