

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, NOVEMBER 6, 2017
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 L. Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Director
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 25

Mayor Paulin stated that Councilman Smith was excused from tonight's meeting due to travel and asked that everyone keep the victims of the tragedy in Texas in their thoughts and prayers.

Minutes: October 2nd Town meeting minutes and October 25th 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 2017 was read (attached).
- B. **Finance Report** – The finance report for October 2017 was read (attached).
- C. **Town Manager's Report** – The State has approved the funding for the Boardwalk project from a 50/50 match to an 80/20 match. This means the State will contribute 3.3 million dollars to the project. The Town is currently working on renewing all of the permits for the project and hopes to begin work in spring 2018. The Town took over the DHCD grant as it relates to the properties outside of the base gate. The work will be completed this month; all that remains is the paving of the lot. Online bill pay is operation and there is a link available via the Town's website. The NEPA documentation for the Village Green Restrooms project is almost complete. The documentation must be complete before the project can be advertised. Work on this project will begin spring 2018. The leaf vac began on November 1st and will continue until January 1st or the first significant snow fall. The restrooms at Mattingly Park are closed for the season.
- D. **Code Enforcement Report** – The Town issued 21 notices of violation during the month of October 2017. 11 grass and weeds violations, 1 grass and weeds fine, 1 property maintenance citation, 3 vehicle violations, 1 vehicle fine, 2 open burning violations, 1 rubbish and garbage violation and 1 premises identification violation. The Town performed 46 rental inspections for the month of October 2017.

- E. Planning Commission Report** – The Planning Commission approved a shed at 4640 Strauss Avenue and discussed the Town Council’s vision for the Town.
- F. Parks and Recreation Report** – No report.
- G. Environmental Sustainability Report** – No report.
- 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 October there were 23 fire Responses, 11 in Town and 12 mutual aid, 36 EMS calls and 120 hours of training were completed. The Fire Prevention activities were a success. The new ladder truck should be delivered in 2 to 3 weeks. The final inspection on the truck were completed October 24th and 35th. The cost of the truck is 1.2million dollars and it is being financed through County taxes and fundraisers. The IHVFD plans to sell their old truck and they will have the lettering and striping done locally. Deputy Chief Higdon reminded everyone that the IHVFD always needs volunteers.
- G. Community Affairs** – Karen Williams discussed the successful fall events including Trunk to Trunk Trick or Treating and the 2nd annual joint craft fair with the ladies auxiliary. There will be another craft fair in April 2018. The Veteran’s Day Ceremony and Luncheon will be held on Thursday, November 9th at 11am. The last chance for hazardous waste disposal will be held on December 2nd at the County Public Works building. The Community Activities Committee will meet on Tuesday, November 14th at 7pm at the Pavilion. The CCSO Citizens Advisory Council will meet on November 15th. Upcoming holiday events include, the Annual Tree Lighting Ceremony on December 5th at 7pm, the 23rd Annual Gingerbread House Classes on Friday December 8th and Sunday December 10th, the Annual Holiday Festival and Craft Fair on Tuesday, December 12th at 6pm, the Annual Memorial Ribbon Remembrance and Community Dinner on Saturday, December 16th at 6pm, and the Annual IHVFD & RS Santa Run through town Friday, December 23rd starting around 6pm. The Black Box Theater will have a Night of Jazz on January 13th and the Annual Kris Kringle Market will be held in December at the Charles County Fairgrounds.
- H. Charles County Recreation** – No report.
- I. Policing Report** – CPL Steve Bryant explained the increase in the Sheriff’s Department’s presence on the Village Green today due to juveniles throwing rocks at cars traveling on 210. The Sheriff’s had some of the individuals in custody. Recently the boat ramp at Mattingly Park had significant damage done on October 8th. The Sheriff’s Department was working in conjunction with the State Fire Marshall’s office, and the Fire Marshall will be handling the rest of the investigation. CPL Bryant reminded everyone that with the holiday season coming up to be smart about what websites you order from and to make sure when they are out shopping to hide any valuables and lock your vehicle. CPL Bryant also reported that the robbery at Subway is still under investigation.

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.

The members of the Community Activities Committee were recognized and presented with certificates of appreciation. The members being recognized were as follows:

- Margaret Champagne, Member 1995 to Present
- Janet Fogle, Member 2007 to Present
- Betty Hamrick, Member 2007 to Present
- Mary Hashagen, Member 2006 to Present
- Brenda Hayes, Member 2009 to Present
- Ruby Hayes, Member 2009 to Present
- Thelery Mack, Member 2001 to Present
- Margie Posey, Charter Member
- Bunnie Sciler, Member 2012 to Present
- Erin Smith, Member 2013 to Present
- Mary Lee Smith, Member 2006 to Present
- Joanne Sullivan, Member 2012 to Present
- Debbie Wedding, Member 2013 to Present
- Gail Welch, Member 2007 to Present
- Donald Willett, Member 2007 to Present
- Edna Caywood, Active Volunteer 2013 to Present
- Kaye Steele, Active Volunteer 2013 to Present
- Pasty Cornell, Active Volunteer 2013 to Present
- Ed Rice, Active Volunteer 1995 to Present
- De-Jahn Mack, Active Student Volunteer 2004 to Present
- Brynn Williams, Active Student Volunteer 2012 to Present
- Margaret Johnson, Member 2010 to 2017 and Flea Market Manager
- Emily Henry, New Member

Billy Hayes was also remembered for his time as the Town's photographer and his many volunteer efforts.

Resolutions: Resolution 11-01-17 was introduced for adoption. It is a resolution to endorse a demolition project to be undertaken by the Charles County Chamber of Commerce Military Alliance Council at the Ely property. Vice Mayor Sitoula made a motion to adopt resolution 11-01-17. Mayor Paulin seconds the motion. Resolution 11-01-17 was adopted by voice vote: 2-Ayes, 0-Nays.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

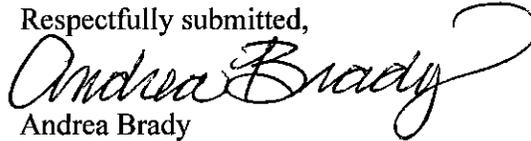
Miscellaneous: Mayor Paulin read the upcoming November events and meetings.

Citizen's Comments: Library Assistant Director, Kenneth Wayne Thompson shared information on upcoming events at P.D. Brown library, including a wills program on December 4th, a toy testing

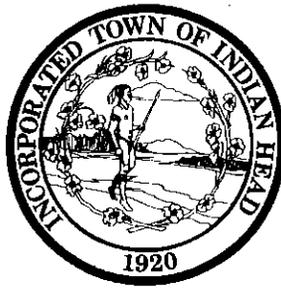
workshop on December 2nd, and a magician on December 28th. The library also provided free notary services. The Library Board of Trustees is currently discussing the possibility of renovating the Potomac Branch. Vice Mayor Sitoula congratulated Mr. Thompson on his appointment as Assistant Director and asked that following the completion of the La Plata library to please keep Indian Head in his thoughts.

With no further questions or comments, the meeting adjourned at 8:05 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Andrea Brady". The signature is written in black ink and is positioned to the right of the typed name.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/2/17	Clinton Fence for: Bonnie Hufty 2 Meadowside Court			Fence
10/6/17	Superior Fireplace for: Wayne Higdon 304 Bland Drive			Freestanding Pellet Stove
10/18/17	Long Fence for: Melinda Powell 1 Kearney Way			Deck
10/25/17	Anjela Bachman 603 Indian Head Avenue			Fence
10/31/17	Scott Creelman 4820 Strauss Avenue			Fence

USE & OCCUPANCY PERMIT;

10/25/17	Wayne Higdon 304 Bland Drive			Freestanding Pellet Stove
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TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of October.

GRADING PERMITS;

No Grading permits were issued during the month of October.

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 10/1/17 to 10/31/17

CASH BALANCE OCTOBER 1, 2017 \$243,326.50

REVENUES		
General	514,750.92	
Trash	46,711.46	
Water & Sewer	65,564.87	
Parks/Pavillion	2,900.00	
Land	-	
SUB-TOTAL	-	629,927.25

LGIP Transfer(s)		
Money Market Interest	36.99	

TOTAL REVENUES	36.99	629,964.24
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EXPENDITURES		
General	(110,067.81)	
Trash	(22,047.74)	
Sewer/Water	(88,069.53)	
Parks/Pavillion	(7,413.30)	
SUB-TOTAL	-	(227,598.38)

OldLine & Blue/Paymentus Merchant Fee(s)	-	
Credit Card Machine	-	
LGIP Transfer(s)		
Check Order		
Payroll	(41,045.82)	
Wire Trans FICA, W/H Tax, Sales Tax	(27,070.13)	
SUB-TOTAL	-	(68,115.95)

TOTAL EXPENDITURES		(295,714.33)
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CASH BALANCE AS OF OCTOBER 31, 2017		\$577,576.41
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OLD LINE INVESTMENT ACCOUNTS		
PARK FUND		202,865.06
BOARDWALK		528,816.55
SEWER/WATER FUND		71,524.65
REFUSE FUND		121,116.10
TOTAL OLD LINE INVESTMENT ACCOUNTS		\$ 924,322.36
SEWER BOND (AMERICAN FUNDS)		110,349.47
TOTAL INVESTMENTS		\$ 1,034,671.83