

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, NOVEMBER 2, 2020
GoToMeeting**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Randy Albright, Councilman

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING
SITE: 3**

Minutes: October 5th Town meeting minutes and October 28th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilman Albright 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 October was read. (See attached)

- B. **Finance Report** – The finance reports for September and October were read. (See attached)

- C. **Town Manager's Report** – Please have your trash curbside by 7:30am on the day of your scheduled pick up. The Boardwalk pre-construction meeting and groundbreaking ceremony were held on September 17th and construction is underway. The Town is responding to the State Highway Administration's (SHA) review comments on the restrooms on the Village Green project. The Town needs to schedule the final review meeting with SHA, and we hope to schedule this month. The Town is working on the application to review the Town's Sustainable Communities designation which expires in May 2021. The fountain on the Village Green will be winterized this week. The Town Hall is currently open with operation hours of 8:30am to 4:30pm. Hours subject to change. The Town is in the process of finalizing the Comprehensive Plan for Planning Commission review before presenting it to the Town Council. The 2018 building codes are currently being placed in ordinance form so that the Town can adopt the most recent code updates. Town Manager Hicks hopes to have them included on the December or January Town Council meeting agenda. The leaf vacuum will begin on Wednesday, November 4th. Work has begun on the new development on the CIRI property behind the Villages of Potomac. Earth work began last month. The Town's annual MS4 report was submitted to Maryland Department of the

Environment. The annual audit is well underway. Additional recycle totes will be ordered soon.

D. Code Enforcement Report – The Town issued 51 notices of violation for the month of October. 7 grass & weeds violations, 3 grass & weeds fines, 17 rubbish & garbage violations, 3 rubbish & garbage fines, 4 zoning/permit violations, 4 zoning/permit fines, 1 rental license violation, 1 rental license fine, 6 property maintenance violations, 3 property maintenance fines, 1 noise/nuisance violation, 1 noise/nuisance fine. The Town completed 19 rental inspections and cleared 23 violations for the month of October.

Vice Mayor Sitoula asked about MS4 and recuperating fees from Charles County, where does that stand. Town Manager Hicks explained that the Town is in the process of setting up to collect the stormwater fees on our own. The funds will assist with stormwater projects throughout Town such as addressing the issues on East Poplar Lane.

E. Planning Commission Report – The October Planning Commission meeting was canceled.

F. Bureau of Fire Prevention – No report

G. Community Affairs – No report.

H. Charles County Recreation – No report

I. Policing Report – No report

Briefings: None

Presentations/Recognitions: A proclamation for Municipal Government Works Month was presented to Mayor and Council. Mayor Paulin made a motion to approve the proclamation, Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays.

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: Mayor Paulin stated that next month, the Zoning Ordinance and map will be on the agenda for adoption. The revisions to the Zoning Ordinance and Zoning map were introduced at this evening's public hearing and the Council received public comment at that time.

Mayor Paulin recently received a call from Commissioner Coates asking to set up a dual proclamation making November Native American Heritage month. The proclamations would then be presented to Tribal Chair Francis Gray. Council unanimously agreed to move forward with the proclamation. The proclamation will be presented and approved during the November work session.

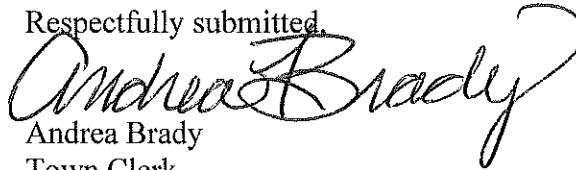
Miscellaneous: Mayor Paulin read the upcoming events and meetings for November. (see attached)

Citizen's Comments: Rene Posey, East Poplar Lane – Thank you so much for recognizing the issues on East Poplar Lane. Ms. Posey specifically thanked Town Manager, Ryan Hicks, and the rest of the staff. Town Manager Hicks stated that he is actively working to get the issue taken care of.

Vice Mayor Sitoula thanked Community Affairs, Karen Williams and everyone who took part in putting on the Trunk to Trunk event this weekend.

With no further questions or comments, the meeting adjourned at 7:16pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, sweeping flourish at the end.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: October 2020

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/12/20	Ciri Elm, LC Parcel 609 - Intersection of Dr. Andrews Way & Seldovia Dr.			Community Sign and monument for the Anchorage Subdivision
10/20/20	Guadagnoli Properties 33 Stuart Place			Deck
10/21/20	T-Mobile Northeast, LLC 15 Moose Lodge Way			Generator (replaced permit 2018-47 MIC)
10/23/20	Signarama for: Indian Head VFD & RS 4095 Indian Head Highway			Sign
10/28/20	William Cruz 14 Indian Head Avenue			Fence

USE & OCCUPANCY PERMITS;

10/01/20	Carmen Abell 4205 Strauss Avenue			Shed
10/8/20	Turnout Holdings 4065 Stepney Place			SFD- Renovated
10/26/20	David Dixon 4720 Strauss Avenue			SFD – Renovated

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;

10/20/20	Marion Aleshire 4069 Indian Head Highway			Remove Deck and replace with concrete patio
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SIGN PERMITS;

10/20/20 Indian Head VFD & Rescue Squad
4095 Indian Head Highway

Replace existing freestanding
sign

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 9/1/20 to 9/30/20

CASH BALANCE SEPTEMBER 1, 2020 \$202,841.91

REVENUES		
General	133,182.99	
Trash	10,702.59	
Water & Sewer	50,021.07	
Parks/Pavillion	250.00	
Land		
SUB-TOTAL	194,156.65	
LGIP Transfer(s)		
Grant(s)		
Money Market Interest	1.93	
SUB-TOTAL	1.93	
TOTAL REVENUES		194,158.58
EXPENDITURES		
General	(73,179.31)	
Trash	(22,179.58)	
Sewer/Water	(66,725.69)	
Parks/Pavillion	(26,403.74)	
SUB-TOTAL	(188,488.32)	
OldLine & Blue/Paymentus Merchant Fee(s)	(1,073.23)	
LGIP Transfer(s)		
Check Order		
Payroll	(46,403.90)	
Wire Trans FICA, W/H Tax, Sales Tax	(24,526.85)	
SUB-TOTAL	(72,003.98)	
TOTAL EXPENDITURES		(260,492.30)
CASH BALANCE AS OF SEPTEMBER 30, 2020		\$136,508.19

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	111,223.22
BOARDWALK	351,337.59
SEWER/WATER FUND	43,800.16
REFUSE FUND	127,051.40
HIGHWAY USER	10,409.49
100 YEAR CELEBRATION	27,876.79
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 671,698.65
SEWER BOND (AMERICAN FUNDS)	122,116.75
TOTAL INVESTMENTS	\$ 793,815.40

FINANCE REPORT 10/1/20 to 10/31/20

CASH BALANCE OCTOBER 1, 2020 \$136,508.19

REVENUES

General	474,169.97
Trash	42,367.42
Water & Sewer	72,367.39
Parks/Pavillion	900.00
Land	

SUB-TOTAL 589,804.78

LGIP Transfer(s)

Grant(s)	
Money Market Interest	1.90

SUB-TOTAL 1.90

TOTAL REVENUES

589,806.68

EXPENDITURES

General	(81,474.32)
Trash	(18,429.40)
Sewer/Water	(119,129.18)
Parks/Pavillion	(26,333.16)

SUB-TOTAL (245,366.06)

Old Line & Blue/Payment Merchant Fee(s)	(339.80)
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LGIP Transfer(s)

Check Order	
Payroll	(53,261.30)

Wire Trans FICA, W/H Tax, Sales Tax	(20,498.70)
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SUB-TOTAL (74,099.80)

TOTAL EXPENDITURES

(319,465.86)

CASH BALANCE AS OF OCTOBER 31, 2020

\$406,849.01

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	111,236.53
BOARDWALK	351,379.65
SEWER/WATER FUND	43,805.40
REFUSE FUND	127,066.60
HIGHWAY USER	10,410.73
100 YEAR CELEBRATION	27,880.12

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 671,779.03

SEWER BOND (AMERICAN FUNDS)

122,116.75

TOTAL INVESTMENTS \$ 793,895.78

UPCOMING TOWN MEETINGS AND EVENTS

Presidential Election Day	Tuesday, November 3 NEW Voting Center - H. E. Lackey High School Open 7:00am-8:00pm Village Green Pavilion will not be a Polling Place
Town Hall, Community Affairs & Public Works CLOSED	Wednesday, November 11 <i>*NO Trash pickup*</i>
Town Council Work Session	Wednesday, November 18, 3:30pm GoToMeeting
Planning Commission	Wednesday, November 18, 5:30pm GoToMeeting
Town Hall, Community Affairs & Public Works CLOSED	Wednesday, November 25, Thursday, November 26 & Friday, November 27 <i>*NO Trash pickup & NO Yard Waste pickup*</i>
Annual Outdoor Tree Lighting Ceremony	Tuesday, Dec. 1, 7:00pm Village Green Park Christmas Tree Area
Town Meeting	Monday, December 7, 7:00pm GoToMeeting

Weekly Food Distribution Events:

Lifestyles – End Hunger Charles County Care Cabana Food Distribution	Monday-Wednesday-Friday 11:00am-3:00pm Outside Community Affairs Office
CC Public Schools FREE Student Lunch Program	Monday-Friday 11:00am-1:00pm I.H. Elementary & H.E. Lackey High Schools

Rescheduled Events:

Town's 100 th Anniversary Celebration	Rescheduled to Saturday, September 25, 2021
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Please make sure to check the Town's website, www.townofindianhead.org to stay up to date on any changes to the upcoming meetings and events. Follow us on the Town of Indian Head Facebook Page