

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, NOVEMBER 5, 2018
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 Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 16

Minutes: October 1st Town meeting minutes and UWCC meeting minutes, and October 17th work session minutes and special meeting 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 October 2018 was read (attached).
- B. Finance Report** – The finance report for October 2018 were read (attached).
- C. Town Manager's Report** – The Town is working on Amendment #2 MOU as it relates to funding and the 80% to 20% match for the Boardwalk project. Online bill pay is available via the Town's website. Please input the information exactly as it appears on your bill. The Town is moving forward with the purchase of the PNC property, and plans to settle on the property this month. The blowers for the Waste Water Treatment Plant project are on backorder, but the Town hopes to have the project finished by the end of this year. Speed humps were installed along the entire length of Strauss Avenue. The Town has been receiving complaints about the height of the speed humps and the paving contractor will be out on Wednesday to take a look at the issue. Quotes received to address the flooding issues in the Teats and Knotts areas will be discussed at the November work session. Repairs to Meekins and Mattingly took place last month. The leaf vacuum truck starts on Wednesday, November 7th and concludes on January 1st or the first significant snowfall. Reason for the first significant snowfall is because the same truck is used for the snowplow. The bathrooms at Mattingly Park and the fountain on the Village Green are closed for the season. The Town is in the process of reviewing specs and applying for permits to begin construction on the restrooms on the Village Green.
- D. Code Enforcement Report** – The Town issued 58 notices of violation during the month of October 2018. 36 grass & weed violations, 1 noise violation, 1 rubbish & garbage violation, 2 inoperative/untagged vehicle violations, 1 clear vision violation, 2 property maintenance violations, 2 premises identification violations, 8 grass & weed fines, 2 rubbish & garbage

finer, 1 inoperative/untagged vehicle fine, 1 clear vision fine and 1 premises identification fine. 1 rental inspection was completed in October.

E. Planning Commission Report – The Planning Commission approved a sign/canopy permit for 4175 Indian Head Highway (Clarity Coffee Shop), discussed the Annual Report and discussed the Town’s Sign Ordinance.

F. Parks and Recreation Report – Councilman Smith reported that over the next several months the Senior Center will receive updated paint and floor work. The little library boxes will be distributed around town. There will be 2 on the Village Green, one by the gazebo and one by the Trailhead Plaza.

G. Environmental Sustainability Report – None

F. Bureau of Fire Prevention – None

G. Community Affairs – Ms. Williams thanked everyone who participated and attended Trunk to Trunk on October 31st. There were about 700 trick or treaters, and 22 vehicles passing out candy. The annual Craft Fair that was held on November 3rd was another huge success and Community Activities and the IHVFD Auxiliary have already started planning to expand their efforts for 2019. Ms. Williams reminded everyone that tomorrow is Election Day, and if you live within the incorporated Town you would vote at the Pavilion, polling place 7-2. The Annual Veterans Day Ceremony and Luncheon will be held on Thursday, November 8th at 11am at the Pavilion. The Community Love In Action Group will hold a Free Community Feast at the Pavilion on November 10th. Christmas programs are coming up. If you are interested in gingerbread classes you will need to preregister before the end of November.

H. Charles County Recreation – None

I. Policing Report – None

Briefings: None

Presentations/Recognitions: The Town Council presented a Key to the Town in honor and recognition of Dr. Avery Posey Jr. Ms. Hope Swann was present to accept the key on behalf of her son. Ms. Swann spoke about Dr. Posey’s achievements and expressed her honor to accept the award on behalf of her son.

Resolutions: Resolution 11-10-18 was introduced for adoption. It is a Resolution to establish certain protocols for conduct of the Indian Head Town Council and its members. Mayor Paulin made a motion to adopt Resolution 11-01-18. Councilman Smith seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays. Mr. Bowie asked the reason for the resolution, Mayor Paulin said it was to increase transparency, and keep everyone up to date on all going on.

Ordinances: Ordinance 10-01-18 was introduced at the October 1, 2018 meeting and was on the November 5, 2018 agenda for adoption. It is an Ordinance concerning revision of rental license fees for the purpose of revising the Town of Indian Head fees for rental license operating and inspection fees. The fees will increase from \$50 for an inspection and \$50 for a license, to \$75 for an inspection and \$75 for a license. Owners of rental properties are expected to renew their license every 2 years. Vice Mayor Sitoula made a motion to adopt Ordinance 10-01-18. Councilman Smith seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 10-02-18 was introduced at the October 1, 2-18 meeting and was on the November 5, 2018 agenda for adoption. It is an Ordinance concerning Ethics Ordinance revisions for the purpose of amending the ethics ordinance for the Town of Indian Head, to make certain modifications required by the State Ethics Commission to comply with requirements of Maryland law; modifying certain financial disclosure requirements for elected officials and candidates for election to Town office; and matters relating to the Town of Indian Head Ethics Ordinance. Vice Mayor Sitoula made a motion to adopt Ordinance 10-02-18. Councilman Smith seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 11-01-18 was introduced at the October 17, 2018 special meeting and was on the November 5, 2018 agenda for adoption. It is an Ordinance concerning acquisition of PNC Bank Property for the purpose of authorizing and approving the Town's purchase of certain property owned by PNC Bank National Association under certain terms and conditions. Vice Mayor Sitoula made a motion to adopt Ordinance 11-01-18. Councilman Smith seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

New Business: None

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

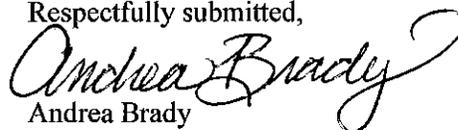
Citizen's Comments: Prabhakar Ghimire – Mr. Ghimire is here as part of a learning experience for local government. In Nepal they recently had an election after 20 years for local government, and it is a new and beautiful experience. Mr. Ghimire said it was great to see the public and the government coming together in this type of public forum, and passed along best wishes for the Town from Nepal.

Councilman Smith – Councilman Smith reminded everyone that November 10th every year is the Marine Corp birthday, and thanked all those who serve for their service.

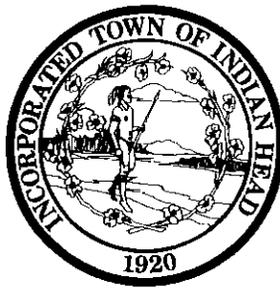
Vice Mayor Sitoula – Vice Mayor Sitoula stated that at a recent Charles County's Economic Board Meeting, Councilman Smith was recognized for helping out on the Charles County Economic Board. Vice Mayor Sitoula thanked Councilman Smith for his service, and expressed his joy that people are remembering the Town's contribution.

With no further questions or comments, the meeting adjourned at 7:55pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: October 2018

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/1/18	Sunrun Installations, for: Kenneth Hill 6 Dove Tree Court			Solar Panels
10/2/18	Vivint Solar, for: Autumn Morgan 124 Woodland Drive			Solar Panels
10/16/18	Atravia Hansraj 10 Indian Head Avenue			Bathroom Addition
10/18/18	Clarity Coffee 4175 Indian Head Highway			Canopy
10/29/18	Clark & Haroldlind Fitzgerald 106 Bland Drive			Shed

USE & OCCUPANCY PERMITS;

10/26/18	Kenneth Hill 6 Dove Tree Court			Solar Panels
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TEMPORARY USE & OCCUPANCY PERMITS;

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;

10/18/18	Clarity Coffee 4175 Indian Head Highway			Canopy with logo & lettering
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TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 10/1/18 to 10/31/18

CASH BALANCE OCTOBER 1, 2018 \$229,838.08

REVENUES		
General	52,698.75	
Trash	33,155.10	
Water & Sewer	57,002.99	
Parks/Pavillion	4,660.50	
Land	-	
SUB-TOTAL	<u> </u>	147,517.34
LGIP Transfer(s)		
Money Market Interest	29.47	

TOTAL REVENUES 29.47 147,546.81

EXPENDITURES		
General	(103,402.78)	
Trash	(18,818.29)	
Sewer/Water	(139,540.29)	
Parks/Pavillion	<u>(28,550.39)</u>	
SUB-TOTAL		(290,311.75)

OldLine & Blue/Paymentus Merchant Fee(s)	(220.15)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(41,075.61)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(25,197.96)</u>	
SUB-TOTAL		(66,493.72)

TOTAL EXPENDITURES (356,805.47)

CASH BALANCE AS OF OCTOBER 31, 2018 \$20,579.42

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	206,043.75
BOARDWALK	537,102.64
SEWER/WATER FUND	42,408.41
REFUSE FUND	123,013.81
HIGHWAY USER	10,078.91
100 YEAR CELEBRATION	<u>18,142.10</u>
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 936,789.62
SEWER BOND (AMERICAN FUNDS)	<u>111,037.61</u>
TOTAL INVESTMENTS	<u>\$ 1,047,827.23</u>