

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, DECEMBER 3, 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: 24**

Mayor Paulin announced that the Council has started using registration forms for the citizen's comments portion of the meeting, and asked anyone who would like to speak to please fill one out.

**Minutes:** November 5<sup>th</sup> Town meeting minutes and November 28<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 November 2018 was read (attached).
- B. **Finance Report** – The finance report for November 2018 were read (attached).
- C. **Town Manager's Report** – ARRO Consulting will give a detailed presentation on the Boardwalk project at a future Town meeting. All permits and the MOU are taken care of, but ARRO will provide more detailed information during their presentation. Online bill pay is available via the Town's website. Please input the information exactly as it appears on your water bill. The Town purchased the old PNC bank property last week, with the money received through the Bond Bill. The new blower at the Waste Water Treatment Plant should be installed this month funded via MDE. Some of the speed humps that were installed on Woodland Drive and Strauss Avenue have been lowered (at least 3), and they should be painted this month, weather permitting. Further discussion on the flood study quotes for the Teates and Knots areas will take place during the upcoming budget sessions. The leaf vacuum started on Wednesday, November 7<sup>th</sup> and it concludes on January 1<sup>st</sup> or the first significant snow fall. Specs for the Village Green Restroom project are being reviewed and the Town is applying for permits to begin construction in Spring 2019. The Town is working on a stormwater ordinance and it is currently in the draft phase.

- D. Code Enforcement Report** – The Town issued 15 notices of violation during the month of November 2018. 1 grass & weeds violation, 1 rubbish & garbage violation, 1 residential occupancy/mechanical appliance violation, 2 property maintenance violations, 1 inoperative/untagged vehicle violation, 1 grass & weeds fine, 2 grass & weeds citations, 1 rubbish & garbage citation, 1 property maintenance citation, 2 inoperative/untagged vehicle citations, 1 clear vision area citation and 1 premises identification citation. 2 rental inspections were completed in November.
- E. Planning Commission Report** – The November Planning Commission meeting was canceled.
- F. Parks and Recreation Report** – Councilman Smith reported that P&R held a dance showcase over the weekend, with over 120 performers and around 400 total spectators.
- G. Environmental Sustainability Report** – Council Smith received an email from the Ferguson Foundation, who coordinates cleanup efforts around the County. Reported nearly 100lbs of trash and 81 cigarette butts collected during the cleanup efforts in Town.
- F. Bureau of Fire Prevention** – The IHVFD had 25 fire responses in the month of November, 13 in Town and 12 mutual aid, 38 EMS calls and 25 hours of training. Chief Williams stated that the IHVFD also has a new ambulance in service. Chief Williams shared that they recently lost Cindy Collins on Nov. 15<sup>th</sup>. Ms. Collins was a life member of the IHVFD. They held a funeral and firemen prayers. Chief Williams thanked the Town for their assistance with those events and thanked the Town for allowing the Southern Maryland meeting to be held at the Pavilion. Santa Claus is coming to Town on December 23<sup>rd</sup>, and Chief Williams hopes to start the Santa Run around 5pm. Chief Williams shared some holiday safety tips. If you're using a live tree be sure to water it. When cooking don't get distracted and have a kid free zone at least 3 feet around the stove. When putting up decorations, if they don't work go buy new ones, don't try to fix them. If you plan on using your chimney get someone to come out and professionally clean it. Chief Williams wished everyone a happy and safe holiday season.
- G. Community Affairs** – Tomorrow night kicks off the start of the holiday season with the Annual Tree Lighting ceremony. All events are open to the public, everyone is welcome and you do not have to be a resident to attend. The Annual Gingerbread Classes will be held on Dec. 7<sup>th</sup> & 9<sup>th</sup> and there are still some openings. Pre-registration and payment are required for the classes. The Annual Holiday Festival and Vendor Fair will be held on December 11<sup>th</sup> from 6pm to 9pm. \$1 donation at the door is requested and all proceeds go to the NETS organization. The Free Community Dinner and Memorial Ribbon Ceremony will be held on December 15<sup>th</sup>. The dinner is open to the public and a ribbon purchase is not required. The Community Activities Committee will hold a meeting in January.
- H. Charles County Recreation** – None
- I. Policing Report** – Officer Duley spoke about the burglary at Panda Café. An AC unit was removed and the person stole around \$200 from the register, the tip jar and some sodas. Security footage allowed them to apprehend the person who committed the crime. Officer Duley shared holiday crime prevention tips. While shopping, place purchases in the trunk or secure it in cargo areas so they are not visible. When you order merchandise online you

can always ask for a signature to be required, but do not rely on the delivery service to knock on the door. There was a recent theft where the person was home and the package was on the porch for several hours. You could also consider having a neighbor pick up the package for you if you are not home or have it delivered to your place of business. Lock your doors and don't keep valuables in plain sight and don't leave gift boxes plainly visible when putting out your trash or it shows people what you have in the house. If you see something say something.

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** Resolution 12-01-18 was introduced for adoption. It is a Resolution appointing Josue Kure to the Community Activities Committee and establishing his three-year term of office. Councilman Smith made a motion to adopt Resolution 12-01-18. Vice Mayor Sitoula seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays.

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

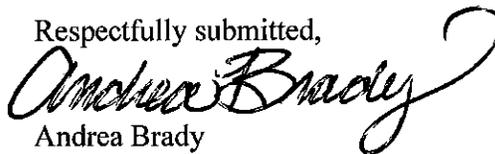
**Miscellaneous:** Mayor Paulin read the upcoming events and meetings for December.

**Citizen's Comments:** Dennis Scheessele, Indian Head Avenue – Mr. Scheessele shared additional possible aids for package deliveries, including USPS informed delivery option and UPS Choice. Both are free services and provide you with advanced notice of deliveries.

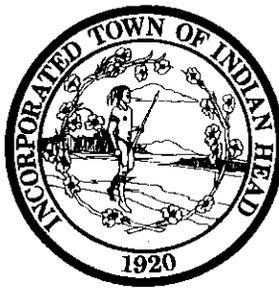
Councilman Smith – Councilman Smith thanked all the first responders in the room and wished them a happy holiday and had the town staff stand for applause and to thank them for all they do. Mayor Paulin agreed and expressed that everyone does a great job for the Town.

With no further questions or comments, the meeting adjourned at 7:56pm.

Respectfully submitted,



Andrea Brady  
Town Clerk



## *Town of Indian Head, Maryland*

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

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

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
11/02/18	Remodel USA for: Tanisha Burleigh 88 Riverside Run Drive			Solar Panels
11/26/18	Charles Landing Apartments 202-206 Blair Road			Dumpster pad & Fence
11/28/18	Vivint Solar for: Priscilla Teel 29 Riverside Run Drive			Solar Panels

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

11/29/18	Marilyn Weimer 4175 Indian Head Highway			T/A: Clarity Coffee
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### ***TEMPORARY USE & OCCUPANCY PERMITS;***

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

### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of November.

### ***GRADING PERMITS;***

No Grading permits were issued during the month of November.

### ***SIGN PERMITS;***

No Sign permits were issued during the month of November.

### ***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 11/1/18 to 11/30/18

CASH BALANCE NOVEMBER 1, 2018 \$20,579.42

REVENUES	
General	352,390.62
Trash	98,717.06
Water & Sewer	198,961.09
Parks/Pavillion	1,912.00
Land	-
SUB-TOTAL	651,980.77
LGIP Transfer(s)	275,000.00
Money Market Interest	39.16

TOTAL REVENUES 275,039.16 927,019.93

EXPENDITURES	
General	(83,591.37)
Trash	(21,887.03)
Sewer/Water	(61,637.26)
Parks/Pavillion	(2,058.97)
SUB-TOTAL	(169,174.63)

OldLine & Blue/Paymentus Merchant Fee(s)	(310.21)
LGIP Transfer(s)	
Check Order	-
Payroll	(53,665.60)
Wire Trans FICA, W/H Tax, Sales Tax	(20,012.39)
SUB-TOTAL	(73,988.20)

TOTAL EXPENDITURES (243,162.83)

CASH BALANCE AS OF NOVEMBER 30, 2018 \$704,436.52

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	206,411.82
BOARDWALK	263,062.14
SEWER/WATER FUND	42,484.16
REFUSE FUND	123,233.56
HIGHWAY USER	10,096.90
100 YEAR CELEBRATION	18,174.50
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 663,463.08

    SEWER BOND (AMERICAN FUNDS) 111,037.61

TOTAL INVESTMENTS \$ 774,500.69