

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, DECEMBER 4, 2017
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 L. Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Director
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 22

Minutes: November 6th Town meeting minutes and November 29th 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 2017 was read (attached).
- B. **Finance Report** – The finance report for November 2017 was read (attached).
- C. **Town Manager's Report** – The Town is applying for all expired permits for the Boardwalk project. All that remains of the DHCD grant is paving the parking lot. Online bill pay is operation. The link is available via the Town's website. Please make sure to put in the information exactly as it appears on the bill. The Town hopes to start the Village Green Restrooms project in spring 2018. The leaf vac began on November 1st and will continue until January 1st or the first significant snow fall. Washington Gas will begin work in Riverwatch soon. Councilman Smith requested the numbers on how many residents are using online bill pay at a future meeting since Town Manager Hicks explained that the Town is still in the middle of a billing cycle and would be unable to have those numbers yet.
- D. **Code Enforcement Report** – The Town issued 51 notices of violation during the month of November 2017. 4 vehicle violations, 3 vehicle fines, 9 grass and weeds fines, 1 rubbish and garbage violation, 2 rubbish and garbage fines, 1 rooster violation, 1 rooster fine, 1 premises identification fine, 1 property maintenance violation, 1 property maintenance fine and 26 rental violations. The Town performed 33 rental inspections for the month of November 2017.

- E. Planning Commission Report** – No meeting in November.
- F. Parks and Recreation Report** – Parks & Rec is currently working on their 2018 schedule and they plan to have more education programs along with physical activities. Parks & Rec is also working on upping youth involvement in local sports leagues. Parks and Rec held a Health Fair on October 28th and Councilman Smith thanked all participants and prepared letters of appreciation for Melanie Watkins of Curvy Girls Scoliosis Southern Maryland Chapter and Pastor Joanne Ward.
- G. Environmental Sustainability Report** – The Environmental Sustainability Committee will begin planting in the community garden in the spring, and they are working on setting up a farmers market that would be held mid-week to prevent any conflict with other farmers markets in the area.
- F. Bureau of Fire Prevention** – Karen Williams read the IHVFD & RS report. For the month of November the department responded to a total of 14 total fire responses, 6 first due, 8 mutual aid and responded to 28 EMS calls. The department completed 125 hours of training through departmental drills and other forms of education. The new tower was delivered to the station on November 13th and they are currently working on training and equipment placement at this time. They hope to have the unit in service no later than the end of January. The next project the department is working on is the replacement of ambulance 98. They are working with vendors for pricing and then they will work with the County to get approval. Santa will be making his rounds through the Town on December 23rd, hopefully leaving the fire station no later than 6:00pm. The department is always looking for new members to serve the community. Please stop by the station on any Thursday evening and visit to see what they do and how you can help. The Officers and members of the IHVFD & RS would like to wish everyone a safe and Happy Holiday.
- G. Community Affairs** – Karen Williams went over the upcoming December Town events that include the Annual Tree Lighting on Tuesday, December 5th, 7pm at the Village Green Pavilion, Annual Gingerbread House Making Classes, Friday, December 8th from 6pm to 10pm or Sunday, December 10 from 1pm to 5pm at the Village Green Pavilion (pre-registration required), the Annual Holiday Festival & Craft Fair on Tuesday, December 12th from 6pm to 9pm at the Village Green Pavilion, and the Annual Community Dinner & Memorial Ribbon Ceremony, Saturday, December 16th from 6pm to 8pm. The IHVFD & RS Santa Run Through Town will take place on Saturday, December 23rd starting around 6pm, if you have questions please call 301-743-3900. The PHVFD & RS Santa Run will be held on December 17th starting around 5pm and it includes their 1st due response area of Knotts Subdivision and Strauss Avenue from S. Poplar Lane to Hawthorne Road. Ms. Williams thanked the Public Works Department, SMECO, the Community Activity Committee members and Mike Holt from the Black Box Theater for their work setting up the Town's Christmas decorations and the Boy Scouts for delivering the Town's Christmas tree. The County will hold their Kris Kringle Christmas Market at the Charles County Fairgrounds December 8th, 9th and 10th. Potomac Heights will hold Cookies & Cocoa with Santa on December 10th. The Black Box Theater's upcoming

events include A Dickens of a Mystery at Mama Stella's December 10th, The Movement: 50 Years of Love and Struggle at 7pm January 11th and 12th, and A Night of Jazz at 7pm on Saturday, January 13th.

Town Manager added a thank you to Finance Officer, Ginger Foster's mother for donating decorations to the Town of Indian Head.

H. Charles County Recreation – No report.

I. Policing Report – CPL Steve Bryant gave an update on the Subway robbery. The investigation is still active and ongoing and the Sheriff's Department is pursuing all leads. There was recently a theft at St. James church. CPL Bryant is heading up the investigation and he has some strong leads. CPL Bryant revisited some of the tips he gave at the November meeting for safety while shopping this holiday season. When shopping make sure to lock your vehicle and hide your valuables. If you have a vehicle like a hatchback where the rear trunk area of the car is visible, consider taking a blanket to cover your purchases. CPL Bryant also suggested that after Christmas wait to put out any boxes until the day of your pick up or make sure you break them down and bag them so people don't see what new things you have in the house. Councilman Smith reminded everyone to be aware of "porch pirates" who will try to steal your packages, and whenever possible have someone home to accept the delivery or find a way to conceal the packages when they are left on your porch.

Briefings: Melanie Watkins of the Southern Maryland Chapter of Curvy Girls Scoliosis gave a briefing titled Bent – Not Broken: How Curvy Girls Scoliosis helps local girls handle their scoliosis diagnosis. Miss Watkins spoke about her journey since her scoliosis diagnosis in 2006 and provided a fact sheet and pamphlet for further information. Curvy Girls Scoliosis is for girls ages 6 to 18. Please visit www.curvygirlsscoliosis.com for further information.

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

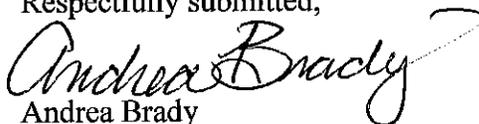
Miscellaneous: Mayor Paulin read the upcoming December events and meetings.

Citizen's Comments: Councilman Smith presented Pastor Ward with a letter of appreciation for participation in the October Health Fair and recognized Mr. Higgs for his wonderful display of the Town and encouraged everyone to look at it before they leave the meeting tonight. Councilman Smith asked everyone in attendance if these meetings provide them with good and

relevant information and encouraged them to come up during citizen comments if the meetings could be improved to let the Council know.

With no further questions or comments, the meeting adjourned at 7:58 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: November 2017

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
11/2/17	Anil Mistry – Indian Head Inn 4640 Strauss Avenue			Shed
11/3/17	Norman Palmer 87 Mattingly Avenue			Deck & replace side entry steps and landing
11/8/17	Solar City for: Sharon Hall 19 Park Square Court			Solar Panel
11/30/17	Wayne Higdon 304 Bland Drive			Shed
11/28/17	Rainbow Construction 1 Stuart Court	SFD		

USE & OCCUPANCY PERMIT;

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

TEMPORARY USE & OCCUPANCY PERMIT;

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;

11/14/17 Brandon Paulin
Temporary Campaign signs – Various locations

FINANCE REPORT 11/1/17 to 11/30/17

CASH BALANCE NOVEMBER 1, 2017 \$577,576.41

REVENUES	
General	116,199.41
Trash	92,745.07
Water & Sewer	194,374.60
Parks/Pavillion	2,425.00
Land	-
SUB-TOTAL	405,744.08
LGIP Transfer(s)	
Money Market Interest	47.81

TOTAL REVENUES 47.81 405,791.89

EXPENDITURES	
General	(109,882.85)
Trash	(22,787.87)
Sewer/Water	(61,226.45)
Parks/Pavillion	(4,004.63)
SUB-TOTAL	(197,901.80)

OldLine & Blue/Paymentus Merchant Fee(s)	(302.25)
Credit Card Machine	-
LGIP Transfer(s)	
Check Order	
Payroll	(38,439.84)
Wire Trans FICA, W/H Tax, Sales Tax	(21,724.92)
SUB-TOTAL	(60,467.01)

TOTAL EXPENDITURES (258,368.81)

CASH BALANCE AS OF NOVEMBER 30, 2017 \$724,999.49

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	203,054.66
BOARDWALK	529,310.79
SEWER/WATER FUND	71,591.50
REFUSE FUND	121,229.30
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 925,186.25
SEWER BOND (AMERICAN FUNDS)	110,349.47
TOTAL INVESTMENTS	\$ 1,035,535.72