

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, DECEMBER 6, 2021
GoToMeeting**

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

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Cassandra Grumbine, Councilwoman

Attended By

Town Manager, Ryan Hicks
Andrea Brady, Town Clerk

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING SITE: 4

Introduction of New Councilwoman: Mayor Paulin introduced Councilwoman Cassandra Grumbine and welcomed her to the team. Councilwoman Grumbine expressed her excitement to be part of the Council and help the Town grow.

Minutes: November 1st Town meeting minutes, November 17th special session and November 1st work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilwoman Grumbine 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 was read. (See attached)
- B. **Finance Report** – The finance report for November was read. (See attached)
- C. **Town Manager's Report** – The Boardwalk is 94% complete. SE Davis completed the installation of decking on the Riverwalk. SE Davis's crew has completed installation of the hand railing and hand railing supports. The electrical conduit is completely installed under the Riverwalk with installation of the lighting commencing. The electrical contractor is currently installing the light fixtures and the light standards. SE Davis will begin construction of the parking and the access ramp to the boardwalk once the sidewalk along Riverwatch Drive is complete. The restrooms on the Village Green project will begin once the Boardwalk is complete. The Town is still seeking members for the Sustainable Community Committee. 101 memorabilia is still for sale at the Town Hall. The old leaf vacuum is damaged beyond repair and the new unit will not be delivered until the end of the month. Town crews have been gathering them by hand until the arrival of the new unit. Please have your trash and recycling curbside by 7:30am the day of your scheduled pickup. The Town will be adding an electric car charging station to the Village Green Pavilion parking lot in the near future. The Comprehensive Plan update and the Zoning Ordinance update are waiting for a response from the MD Planning Department.

- D. Code Enforcement Report** – The Town issued 39 notices of violation for the month of November, 2 grass & weeds violations, 1 grass & weeds fine, 2 rubbish & garbage violations, 1 zoning/permit fine, 5 rental license violations, 16 rental license fines, 6 rental license citations, 1 property maintenance violation, 2 property maintenance fines and 3 property maintenance citations. The Town completed 20 rental inspections and cleared 1 violation for the month of November.
- E. Planning Commission Report** – The November Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – No report
- G. Charles County Recreation** – No report
- H. Policing Report** – Cpl. Alpert and Sgt. Gilroy joined the meeting. Cpl. Alpert shared the stats for the month of November. There was a burglary, the suspect has already been charged, there was a destruction of property call that did not seem intentional. There were quality of life calls including 2 reported incidents involving drugs. Cpl. Alpert reminded everyone to breakdown any boxes for large purchases this holiday season, so people are not aware of what you have in the home. Sgt. Gilroy, Community Policing Supervisor introduced herself and asked for any questions and asked if there was anything going on in the community that the Council or residents feel they should know about. Vice Mayor Sitoula asked what could be done to put together a community activity in the area where the shooting occurred and to add see something say something signs in high impact areas. Sgt. Gilroy asked for specific areas where the Council would like to see sign boards, cameras/tag readers. Town Manager Hicks asked for an update on the speed camera request on Mattingly that was made in October. Sgt. Gilroy stated that the Town is still on the list and asked the Town Manager to resend the exact location for placement. Mayor Paulin reminded everyone not to leave their packages on the porch too long to avoid porch piracy. Cpl. Alpert requested an email with a list of events planned in Town. Community Policing has put together giveaway bags they would like to pass out to kids at local events.

Rick Posey at 21 East Poplar welcomed the new Councilwoman. He spoke about the new infrastructure bill that was introduced and he asked if the Council plans to look into leveraging those benefits. Mayor Paulin has been emailing with MML on how that will come down to local jurisdictions. It appears it will be primarily issued to the State with grant opportunities available to the municipalities after that disbursement.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

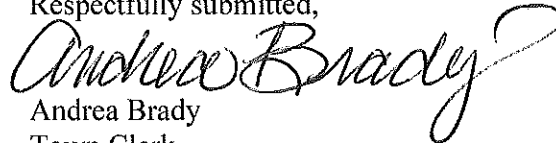
New Business: None

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

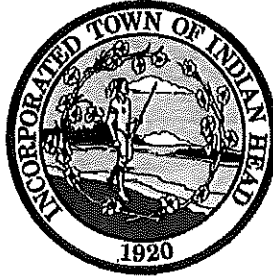
Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:24pm.

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 2021

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
11/5/21	CMI 4450 Indian Head Highway			Steel Canopy on commercial building
11/17/21	Sunrun Installations for: Lewis Ball 49 Poplar Lane			Solar Panels Revises permit 2021-33MIR

USE & OCCUPANCY PERMITS;

Nov 2021	NVR Inc, Ryan Homes Chickaloon Place	6 new townhome units in Anchor Point Subdivision		
11/10/21	NVR Inc. Ryan Homes Chickaloon Place			Decks for two new townhomes in Anchor Point Subdivision
11/16/21	June M. Livers 14 Pueblo Circle			Shed

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary Use & Occupancy permits were 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 11/1/21 to 11/30/21

CASH BALANCE NOVEMBER 1, 2021 \$2,164,836.73

REVENUES

General	139,781.00
Trash	95,894.07
Water & Sewer	193,881.42
Parks/Pavillion	1,340.00
Land	
Prior Year	

SUB-TOTAL 430,896.49

Bond Draw(s)	-
Money Market Interest	<u>106.68</u>

SUB-TOTAL 106.68

TOTAL REVENUES 431,003.17

EXPENDITURES

General	(84,959.75)
Trash	(18,444.96)
Sewer/Water	(68,129.56)
Parks/Pavillion	<u>(30,119.97)</u>

SUB-TOTAL (201,654.24)

OldLine & Blue/Paymentus Merchant Fee(s)	(136.00)
LGIP Transfer(s)	
Check Order	
Payroll	(49,913.42)
Wire Trans FICA, W/H Tax, Sales Tax	<u>(25,617.76)</u>

SUB-TOTAL (75,667.18)

TOTAL EXPENDITURES (277,321.42)

CASH BALANCE AS OF NOVEMBER 30, 2021 \$2,318,518.48

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,269.90
BOARDWALK	26,079.34
SEWER/WATER FUND	42,975.88
REFUSE FUND	127,174.65
HIGHWAY USER	<u>67,255.24</u>

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 277,755.01

SEWER BOND (AMERICAN FUNDS)	<u>102,036.14</u>
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TOTAL INVESTMENTS \$ 379,791.15